

VOLUME 1
JOINT FEDERAL TRAVEL REGULATIONS
CHANGE 163

Alexandria, VA

1 July 2000

These instructions are issued for the information and guidance of all persons in the Uniformed Services. New or revised material is indicated by a star and is effective 1 July 2000 unless otherwise indicated.

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This change includes all material written in MAP Items 85-99; 09-00(E); 14-00(E); 15-00(E); 17-00(E); 18-00(E); 20-00(E); 28-00(E) and 33-00(E). Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 162 cover page.

BRIEF OF REVISION

These are the major changes made by Change 163:

U1039; T4000; T4070. Expands authorized use of Appendix O to include locations using DTS-Limited software.

U2020-A5d. Changes the term "AT" to active duty when referring to odometer readings for commuting distance.

U3145-C; Appendix E, Part IV. Updates the FAQ's concerning the city pair program.

U5106. Deletes this paragraph. Chapter 3 covers all transportation reimbursement methods, making this paragraph obsolete.

U5243-C1. Adds Guam as a location having DoD DDESS secondary schools. DDESS schools were provided in Guam in 1998 or 1999 per the DODEA General Counsel.

U5320-D. Emphasizes that a member who personally-procures transportation of HHG is responsible for using U.S. carriers.

U7205; U7206. clarifies that (1) the cost for ground transportation used between authorized locations for personal emergencies is not reimbursable, (2) members are entitled to commercial transportation to the international airport in CONUS closest to the location from which the member and/or dependents departed if space-required Government transportation is not reasonably available, and (3) commanding officers must determine "reasonable availability".



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Table U5G-1; U5G-2. Increases the DLA rates for 1 July 2000 based on the average percent pay raise for uniformed members.

U7300; Appendix U. Adds 8 new R&R locations and corresponding OCONUS and CONUS destinations to Appendix U. This list is based on OASD(FMP) approval dated 16 February 2000.

U9110. Makes it clear that the same rules apply to both COLA and OHA entitlements when dependents arrive at or in the vicinity of a member's OCONUS PDS before the member.

U9116. Adds reference to Appendix K, which outlines details involving OHA, to paragraph U9116 addressing the advance payment of OHA and Interim OHA.

U9154-C. Rescinds barracks COLA when deployed aboard a ship over 30 days.

Appendix F. Adds Asmara, Eritrea as an area to which shipment of consumable goods is authorized.

Appendix L. Updates the Air Force addresses in this Appendix.

JOINT FEDERAL TRAVEL REGULATIONS

VOLUME 1

Following is a list of sheets in force in Volume 1, Joint Federal Travel Regulations, which are effective after the sheets of this change have been inserted. This list is to be used to verify the accuracy of the Volume. See "Procurement of Regulations" in the Introduction. Single sheets aren't available.

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U1030 TERMINOLOGY

The terminology used in these regulations may be unique to this Volume. Consult the glossary in Appendix A, and the relevant Chapters and Parts, to determine the exact definition of specific terms. Definitions in this Volume may not be applicable to other Volumes or to other Government regulations.

U1031 REIMBURSEMENT OF DEPARTMENT OF DEFENSE DOMESTIC DEPENDENT SCHOOL BOARD MEMBERS FOR CERTAIN EXPENSES

The Secretary of Defense may provide for reimbursement of a school board member for expenses incurred by the member for travel, transportation, lodging, meals, program fees, activity fees, and other appropriate expenses that the Secretary determines are reasonable and necessary for the performance of school board duties by the member. *See Department of Defense Domestic Dependent School Directives. Department of Defense Dependent Elementary and Secondary Schools (DDESS) funds and issues necessary travel orders.*

Effective 1 February 2000 through 31 January 2001

U1035 Space-Available Travel Initiative (SpATI) for Childcare Test

This paragraph applies to a test conducted by USTRANSCOM allowing members to travel in a space-available status to/from TDY to accompany dependents to/from long-term care providers in CONUS. This test applies to members:

1. permanently assigned to Azores, Okinawa and Aviano AB, Italy local area;
2. ordered to a CONUS TDY that is 30 days or longer;
3. with command sponsored dependent(s) who are unable to care for themselves (meaning children who are under the age of 19 or any dependent incapable of self care because of mental or physical incapacity);
4. who are sole caregivers for dependents; and
5. authorized to participate by their unit commanders.

Members authorized to participate in this test are allowed to travel space-available between their PDS and the CONUS and return to accompany their dependent(s). All travel must be arranged through the CTO as outlined in paragraph U3120. The member travels to and from the TDY location via the care provider's location to drop off/pick up the dependent(s). If the member must purchase other than space-available transportation to the port the member's reimbursement for travel and transportation is limited to the Government's cost for travel from the PDS directly to the TDY location and return to the PDS. If the member and dependent(s) are bumped from the space-available flight the member must contact the closest CTO and either 1) enter the space-required system and purchase space-required tickets for the dependent(s) from personal funds (Applies to OCONUS travel only. Space-required travel for dependants does not exist in CONUS.), or 2) use commercial tickets from the CTO and purchase tickets for the dependent(s) from personal funds. If the member travels space-available between the PDS and CONUS port, the member's reimbursement between that port and the TDY location and return is limited to the Government's cost for direct travel from the port to the TDY location and return to port. *There is no entitlement for travel and transportation allowances for the dependent(s).*

U1036 NAVY MEMBERS ORDERED TO NUCLEAR POWER COMMAND TRAINING CURRICULUM

This paragraph applies to a test being conducted by the Department of the Navy for senior members initially entering the nuclear power training syllabus. Under test procedures, the Secretary of the Navy or the Secretary's designated representative may authorize a TDY assignment for members attending two or more sequential courses of instruction at different locations within a 12-month period, each course being 20 or more weeks in duration, provided that:

1. multiple PCS assignments would impact a member's family stability, or otherwise cause unusual personal/financial hardship to the member;
2. use of Government quarters and messing when available is directed; and
3. PCS versus TDY cost comparisons are considered before issuing orders.

U1038 MEMBERS PARTICIPATING IN THE EDUCATIONAL LEAVE PROGRAM RELATING TO CONTINUING PUBLIC AND COMMUNITY SERVICES

(See par. U7656)

★ U1039 DOD TEST OF SIMPLIFIED ENTITLEMENTS

Simplified travel entitlement rules in Appendix O govern TDY for DoD Components listed Appendix O and for those locations where DTS has been fielded, or DTS-Limited software with computation module is used, and at USAFE locations where FAST software is used to transition to DTS-Limited.

U1045 GOVERNMENT QUARTERS USE/AVAILABILITY

A. Quarters Available. Members should use adequate available Government quarters; *however*, when other lodgings are used, lodging reimbursement is limited to Government quarters' cost.

NOTE: FOR COAST GUARD PERSONNEL ONLY: Government quarters are available only if use is directed in the order.

B. Quarters Not Available. Government quarters are not available:

1. when a TDY/delay point is at other than a U.S. installation;
2. when an order-issuing official determines that Government quarters use would adversely affect mission performance, except for:
 - a. members attending service schools at an installation; and
 - b. officers in grades O-7 through O-10 who determine their own quarters availability;
3. during all periods of travel en route;
4. for any TDY/delay of less than 24 hours at one location;
5. when travel is in connection with a PCS:
 - a. when per diem is payable under MALT plus (par. U5105);
 - b. when a member is authorized concurrent travel, and the family cannot lodge together in Government quarters at ports of embarkation/debarkation; or
 - c. to a ship/afloat staff homeported OCONUS;
 - (1) and a member is accompanied by dependents authorized concurrent travel;
 - (2) and is put on TDY at the homeport while awaiting arrival of the ship/staff or onward transportation;
 - (3) and Government quarters are not available for the entire family; or

CHAPTER 2

ADMINISTRATION AND GENERAL PROCEDURES

PART A: TRAVEL POLICY

U2000 GENERAL

Each Service shall:

1. authorize only travel necessary to accomplish the mission of the Government effectively and economically, and
2. establish internal controls to ensure that only travel essential to the needs of the Government is authorized.

U2010 MEMBER'S RESPONSIBILITY

A. Obligation to Exercise Prudence

1. The member must exercise the same care and regard for expenses as a prudent person traveling at personal expense.
2. The member must maintain records to validate expenses of \$75 or more and all lodging costs.
3. Excess costs, circuitous routes, delays or luxury accommodations that are unnecessary or unjustified are the member's financial responsibility.

B. Promotional Material

1. General. Promotional material received by a member traveling on official business at Government expense must be relinquished in accordance with Service regulations (B-199656, July 15, 1981; 63 Comp. Gen. 229 (1984)).
2. Items Received Through Mixed Official and Personal Travel. Promotional items received by the member as a result of travel paid by Government and personal funds are the property of the Government (63 Comp. Gen. 229 (1984) and 63 i.d. 233 (1984)). The member does not forfeit the right to use personal credits for personal travel if the member keeps adequate records that clearly separate credits earned from personal travel from those earned on official travel (B-257525, November 30, 1994).
3. Voluntary Relinquishing of Seat. A member may keep payments from a carrier for voluntarily vacating a seat. However, no additional per diem may be paid as a result of the delay in the member's travel.
4. Involuntary Relinquishing of Seat. If a member is involuntarily denied boarding on flight, compensation for the denied seat belongs to the Government (59 Comp. Gen. 203 (1980)).
5. Use of Frequent Traveler Program Credits for Accommodation Upgrades. Overall Government travel costs should be reduced by using benefits earned through frequent traveler programs to obtain free airline tickets, rooms, and rental vehicles. Frequent traveler program credits earned on official travel may not be used for personal travel. The member may elect to use earned frequent traveler program credits for upgrades to premium-class other than first-class accommodations while on official Government travel as permitted by Service regulations.

C. Lost or Delayed Accompanied Baggage. A member may keep payments from a commercial carrier as compensation for accompanied baggage that has been either lost or delayed by the carrier.

U2015 USE OF GOVERNMENT TRAVEL CHARGE CARDS

It is the general policy of DoD that the Government-sponsored, contractor-issued travel card be used by DoD personnel to pay for all costs incidental to official business travel, including travel advances, lodging, transportation, rental cars, meals and other incidental expenses, unless otherwise specified," (OSD (C) memo of 28 March 1995, subject: Travel/Reengineering Implementation Memorandum #2--Maximized Use of the Travel Charge Card).

DoD Uniformed Services: The policies and procedures for the Government travel charge card program (including central billing and unit cards) are found in the DoD Financial Management Regulation (DoD 7000.14-R), Volume 9, "Travel Policy and Procedures."

Non-DoD Uniformed Services: The policies and procedures for the Government travel charge card program (including central billing and unit cards) are found in Service regulations.

U2020 DEFENSE TABLE OF OFFICIAL DISTANCES (DTOD)**A. General.** The DTOD:

1. is the standard source for worldwide distance information,
2. replaces all other sources used for computing distance (except for airplanes),
3. uses city to city distance (not zip code to zip code),

NOTE: All DoD installations (CONUS and OCONUS) are listed in the DTOD. If an installation cannot be located, the DTOD PMO should be informed of the missing location. All missing installations will be added to the DTOD system. All feedback should be directed through the DTOD website at <http://www.dtod-mtmc.belvoir.army.mil>.

4. provides distances to tenths of a mile which must be rounded to the nearest mile for each leg of a journey,
5. does not apply to travel distance:
 - a. in and around the PDS or TDY sites,
 - b. between home/office and transportation terminal,
 - c. for local moves, within the same city, or
 - ★ d. round trip travel between home and active duty tour site for Reserve members performing active duty when the member commutes under the provisions of par. U7150-A1b.

which is determined by odometer readings, and

6. website is found at <http://www.dtod.com>.

B. TDY and PCS Travel

The DTOD (practical distance) is the only official source for TDY and PCS travel distance (except for airplanes).

C. Personally-Performed Moves

The DTOD (shortest distance) is the only official source for distances for personally-performed moves.

time. In the case of a direct route that requires overnight travel, reasonably available means slumber coach sleeping accommodations are available. Accommodations with a scheduled arrival time later than the member's required reporting time at the duty site, or with scheduled departure time earlier than the time the member is scheduled to complete duty are not reasonably available.

2. necessary to accommodate a member's/dependent's disability or other physical impairment, and the condition is substantiated in writing by competent medical authority. First-class accommodations use also may be authorized/approved for an attendant authorized under pars. U7250-D and U7251-B to accompany the attended traveler when the attended traveler is authorized first-class accommodations use and requires the attendant's assistance en route.

3. there are exceptional security requirements. Examples are:

- a. a member whose coach-class accommodations use would entail danger to the member's life or Government property,
- b. agents of protective details accompanying individuals authorized to use first-class accommodations, and
- c. couriers and control officers accompanying controlled pouches or packages.

4. coach-class accommodations on a foreign rail carrier do not provide adequate sanitation or meet health standards.

D. Extra-Fare Train Service. Coach-class travel by extra-fare trains may be authorized/approved when its use is advantageous to the Government or is required for security reasons. AMTRAK Metroliner coach accommodations use is advantageous to the Government. Metroliner Club Service is first-class accommodations. First-class accommodations on extra-fare trains may be authorized/approved as provided in subpar. C.

E. Tips to Train Attendants. For a member who performs TDY travel and receives reimbursement (except a mileage allowance for the entire journey), tips of up to \$1 each calendar day to train attendants are reimbursable.

U3140 UNUSED GOVERNMENT-PROCURED TRANSPORTATION DOCUMENTS AND TICKETS

A. General. Members who return unused Government-procured transportation documents, complete tickets, or unused portions of tickets obtained on these documents are entitled to travel and transportation allowances under this Chapter and Chapters 4 and 5 if otherwise authorized.

B. Cost to the Government Involved. When cost to the Government is involved, the cost for any sleeping or parlor car accommodations furnished and used, or the cost of shipping baggage on tickets without passenger shall be deducted from the amount otherwise payable to the member in subpar. A for the travel involved.

U3145 CITY-PAIR PROGRAM

Regulations applicable to the Contract City Pair Program are found in DoD 4500.9-R, Part I, Chapter 103, pars. A2 and E. Following is an edited extract from that regulation.

A. Policy

GSA airlift contracted through the Contract City Pair Program shall be used for uniformed members. EXCEPTION TO THE USE OF CONTRACT CARRIERS: One or more of the following travel conditions which must be certified on the travel order, travel voucher, or other document provided by the traveler or agency-approved authorizing official, must apply if a non-contract carrier or a contract carrier other than the primary contractor is used for travel within a contract route. Those conditions are as follows:

1. Space or scheduled flights are not available in time to accomplish the purpose of travel, or use of contract service would require the traveler to incur unnecessary overnight lodging costs which would increase the total cost of the trip;
2. The contract carrier's flight schedule is inconsistent with explicit policies of individual federal departments and agencies to schedule travel during normal working hours (see JFTR, par. U4325); or
3. A non-contract (DoD approved) carrier offers a lower fare available to the general public, the use of which results in a lower total trip cost to the Government, to include the combined costs of transportation, lodging, meals, and related expenses. ***NOTE: This exception does not apply if the contract carrier offers a comparable fare and has seats available at that fare, or if the lower fare offered by a noncontract carrier is restricted to Government and military travelers on official business and only may be purchased with a Government procurement document (e.g., a GTR), contractor issued charge cards, or centrally billed account;***
4. Rail service is available and that service is cost effective and consistent with mission requirements;
5. Smoking is permitted on the contract carrier flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to the traveler;
6. A through fare, special fare, commutation fare, excursion fare or reduced-rate roundtrip fare is available and;
 - a. the agency determines prior to the member's travel that this type of service is practical and economical to the Government; and
 - b. in case of a fare that is restricted or has specific eligibility requirements, it is known or can reasonably be anticipated, based on the travel as planned, that the ticket will be used.

B. Scheduled Air Carriers

1. Contract air service between city pairs shall be used for all domestic travel, and for international travel when AMC Category B/Patriot Express is not available or does not meet the mission requirement.
2. Cost reimbursable contractor personnel are prohibited from using Government discount fares (including Contract City Pairs fares) when purchasing commercial airline tickets.

★ C. Frequently Asked Questions About Using the Contract City Pair Program

1. How does the program work?

First, GSA concentrates the Government's market share to make the most of the competition available. The Government traveler's responsibility is to use the contract carrier. The Government's delivery of market share drives the program. So, to ensure the fares stay favorable, we encourage Federal travelers to stick to the contract carrier.

Second, GSA works with other Government agencies to make sure that the Federal traveler's needs and concerns are fully met. This ensures that you have a good choice of convenient and timely flights.

Third, GSA works in partnership with the airline industry and respects their concerns. For example, because the fares are so attractive, the airlines insist that only Federal employees traveling on official business be allowed to use them. With a few limited exceptions, no one else can use the Government rates. GSA understands and accepts this in order to bring you, the Federal Traveler, the Best Value in the Sky.

2. What are the advantages of the program?

- No advance purchases required,
- No minimum or maximum length of stay required,
- Fully refundable tickets and no charge for cancellations or changes,
- Seating not capacity controlled, (As long as there is a coach class seat on the plane, the traveler may purchase it),
- No blackout dates,
- Locked-in fares facilitate travel budgeting, and
- 70% average savings over regular walk-up fares.
- Fares are priced on one-way routes permitting agencies to plan multiple destinations.

3. Who can use it?

The City Pair Program is so attractive that usage is strictly limited. There are a few exceptions, but in general, only Federal or military employees on official travel, may use the program with an appropriate form of payment (Government travel charge card or centrally-billed account or GTR).

4. How come contractors cannot use it? It would save the government a lot of money!

GSA recognizes that contractors often sit next to Federal employees, work on the same projects as Federal employees, and travel with Federal employees. However, contractors are not Federal employees. All of the major airlines have made it clear to GSA that because the contract rates are so low and the terms so favorable, the airlines would drop out of the city pair program rather than extend the contract rates to contractors. GSA has made the business decision not to jeopardize the program nor the \$2 billion savings it generates for taxpayers. *GSA cautions agencies that the purchase of contract fare tickets on behalf of cost reimbursable contractors is a misuse of the city pair program and could jeopardize its future success.*

5. Do I have to use the contract carrier? Won't any airline do?

Federal and military travelers on official business are required to use the contract carrier unless a specific exception applies. This required use is the incentive necessary to obtain airline participation in the city pair program and allows the airlines the business volume necessary to offer discounted rates. Choosing not to use the contract carrier because of personal preference, frequent flyer clubs, etc., is a violation of the contract. The only exceptions to use of the contract carrier are:

- a. No seats/flights available in time to accomplish the purpose of the travel. (For example, the contract flight is fully booked.)
- b. A lower priced commercial fare is available. GSA advises traveler's to read the restrictions on such fares carefully. Often the non-contract fares prohibit or charge for changes or cancellations, require advance purchases, Saturday stays etc. If you can live with the terms of the fare, you can use it. (Most agencies find that non-contract fares are not beneficial to their program because of all the restrictions that apply). If you see an attractive rate, check the contract carrier first, to see if they have a similar fare.
- c. All of the flights are outside your core work hours and your agency has a written policy prohibiting travel outside core work hours (This very seldom occurs). Cost effective rail service is available and is consistent with mission requirements.
- d. Amtrak offers discount rates to Federal travelers. GSA encourages use of Amtrak when appropriate.
- e. Smoking is permitted on the contract flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to the traveler.

6. If I have been authorized to use a business class fare, do I have to use the contract carrier?

Yes, if there is a business class fare awarded for the applicable city pair route unless one of the exceptions in paragraph 5, above applies. Not all city pairs have business class fares awarded. For the most part, business class fares are only available in some of the international markets.

7. What makes it the best value? Isn't it just low bid?

Absolutely not. Awards are made after measuring both quality of service and price. This allows an award to be made to a higher priced carrier if that carrier has superior service.

8. How is Quality of Service Evaluated?

A minimum service standard is set for each city pair. This minimum applies to the number of flights per day in each direction (the range is between 2 and 8), a maximum of one connection, a maximum ground time (90 minutes domestic, 180 minutes international) and limits on circuitry (how far out of the way the carrier can take you.)

To determine best value, a technical evaluation is conducted to evaluate the quality of each offeror's service based on the following considerations:

- a. Time and Type of Service: This factor looks for flights offered throughout the day. Nonstop service, at convenient times, scores best under this factor.
- b. Flight Time: This factor looks for the shortest total flight times, based on each carrier's routing. Nonstop service scores best under this factor.
- c. Number and Type of Flights: This factor considers the number of flights offered throughout the day, in order to provide the traveler with several choices. Carriers with lots of nonstop flights score best under this factor.
- d. Jet Service: This factor gives preference to jets over propeller aircraft. All these factors are weighed against price and a best value decision is made.

9. Why isn't every award for nonstop service?

Even though nonstop service is heavily favored, it is not always available or the best value. Some of the reasons that connect service is awarded are as follows:

- There is no nonstop carrier for a specific route.
- The nonstop carrier did not offer on the city pair. Some carriers have so much traffic on certain routes that they do not want the Government business for the route.
- The nonstop carrier did not meet the minimum requirements as outlined in the RFP. For example, the nonstop flights might be too late at night to be beneficial for our Federal traveler.
- The non-stop carrier has offered an unreasonably high price.
- The connect service carrier has offered a fare so low that it was the best overall value, even considering all the advantages of nonstop service.

10. Can't GSA make a carrier add nonstop service?

No. Even though the City Pair Program is huge, with sales well over \$1 billion per year, it still represents only about 2% of the airlines business. Unless the commercial traffic warrants it, a carrier will not add a new route or improved service levels for the Government.

11. Can you require the airlines to offer smoke free international flights?

GSA is buying a commercial service under the same terms and conditions as other buyers. Thus, GSA does not have the authority to require the airlines to offer smoke free flights. However, the Department of Transportation is working closely with the airline industry to encourage them to offer smoke free flights. There is an exception in the contract to the use of the contract carrier when smoking is permitted on the contract flight (see paragraph 5, above, last exception listed).

12. Can I use a contract fare for personal travel? What if the personal travel is being taken in conjunction with official government travel?

No. Use of contract fares is limited to official travel only. If personal travel is being taken in conjunction with official government travel, the contract fares cannot be used for that portion of the trip that is personal.

Example:

Travel authorization states the official travel itinerary as:

From: Atlanta, GA
To: San Francisco, CA and
Return to Atlanta, GA

City pair one-way contract fare from Atlanta, GA, to San Francisco, CA, is \$251 with United Airlines. Round trip totals \$502.

For personal reasons, employee wants to go to Chicago for several days resulting in the following:

From: Atlanta, GA
To: Chicago, IL
From: Chicago, IL
To: San Francisco, CA and
Return to Atlanta, GA

Since the portion of the itinerary from Atlanta to Chicago and Chicago to San Francisco is for personal reasons, the employee is not entitled to use the city pair contract fares for this portion of his trip. Commercial fares are applicable to this portion of the trip. The city pair contract fare is only applicable to the portion of the trip from Atlanta, GA, to San Francisco, CA, with United Airlines at \$251.

NOTE: The traveler is responsible for any additional costs when for personal convenience travel is performed by an indirect route or interrupts travel by a direct route. Reimbursement in such case is limited to the cost of travel by a direct route on an uninterrupted basis.

13. Can I combine two contract fares to save money?

If there is a contract fare for the route, the answer is no. If there is no contract fare for the route, the answer is yes.

14. How do I know whether or not there is a contract fare?

Contract fares are identifiable because they normally carry the fare designator YCA. You can ask your Travel Management Center or Commercial Travel Offices or check on the following city pair website:

<http://pub.fss.gsa.gov/citypairs/>

15. Why does the Government have to pay the Airline Passenger Excise tax? Isn't it exempt from taxes?

The Federal Government is often exempted from state and local taxes. However, the airline passenger excise tax is a federal tax and the Federal Government is subject to it.

For more information on GSA's Airline City Pairs Program, call or e-mail

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CHAPTER 5 PERMANENT DUTY TRAVEL

PART A: APPLICABILITY AND GENERAL RULES

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PART B: MEMBER ALLOWANCES FOR TRANSPORTATION AND SUBSISTENCE

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PART B: MEMBER ALLOWANCES FOR TRANSPORTATION AND SUBSISTENCE**U5100 GENERAL**

This Part prescribes members' entitlements to travel and transportation allowances for PCS travel from the old PDS to the new PDS. Members are entitled to these allowances whether or not they take leave en route.

NOTE: When residence relocation is unnecessary because the old and new PDSs are in proximity to each other, the member may not be paid MALT PLUS, unless ordered to perform TDY en route.

U5105 TRAVEL AND TRANSPORTATION OPTIONS

A. General. A member may elect to:

1. travel by POC (see subpar. B),
2. personally procure common carrier transportation (see subpar. C), or
3. be provided transportation in kind (see subpar. D),

except when:

1. travel is performed partly at personal expense and partly by Government-procured transportation and/or Government conveyance (see subpar. E),
2. the transportation mode is directed (including members traveling together with no/limited reimbursement directed in the orders) (see par. U5108),
3. travel OCONUS is involved (see par. U5116),
4. there are special circumstances (see par. U5120 and Chapter 7), or
5. POV delivery/pickup is involved, (see par. U5413).

B. MALT PLUS for POC Travel. Other than for transoceanic travel, PCS travel by POC is more advantageous to the Government. A member traveling by POC is entitled to MALT PLUS. The MALT (see Appendix A) is paid on a "per mile" basis for the official distance of each portion of the ordered travel (see par. U5150). The PLUS (per diem) portion is paid on a whole day calendar basis for the allowable travel time. Per diem or AEA (as prescribed in Chapter 4, Part B or C) may not be paid for the same day as MALT PLUS. However, a per diem or AEA is authorized for any necessary delay or processing time at a passenger POE/POD or personnel processing center (except when prohibited by par. U5125-A3 or U5130-A3).

1. MALT Rates. The MALT rate (see Appendix A for rates) depends on the number of authorized travelers in the POC. An authorized traveler is any member or dependent traveling due to the PCS order.

Reimbursement of parking fees, ferry fares, road, bridge and tunnel tolls is authorized for the direct route between the official points involved. Only the member responsible for paying the POC operating expenses (i.e., any cost directly associated with POC use for official travel) is entitled to the MALT and expense reimbursement.

(NOTE: Charges for repairs, depreciation, replacements, grease, oil antifreeze, towage and similar speculative expenses are not reimbursable expenses in connection with using a POC on official travel. However, travelers may be eligible to submit claims for repairs to POCs used for official travel, using Service procedures, under 31 U.S.C. §3721.

2. Per Diem. A flat per diem of \$50 shall be paid for each day required for PCS travel between authorized points, up to the allowable travel time computed under par. U5160. If used, Government quarters and/or mess have no effect on the amount of per diem paid. Each member traveling in a POC is entitled to the \$50 per diem.

C. Reimbursement for Personally Procured Common Carrier Transportation Plus Per Diem. A member who procures common carrier transportation at personal expense is entitled to reimbursement up to the amount authorized in pars. U3110, U3125, U3130, and U3135. The member may elect to procure common carrier transportation (including sleeping accommodations) at personal expense under an individual travel order and be reimbursed for the transportation cost for the mode authorized and used. However, reimbursement shall not exceed the cost for the authorized transportation and accommodations over a commonly traveled direct route in accordance with a schedule(s) necessary to meet the requirements of the orders. *Reimbursement under this subparagraph is based on special Government contract fares only if Government-procured transportation is available under par. U3120 (B-163758, July 24, 1972).* Per diem entitlement is computed under par. U5113.

D. Transportation in Kind, or Government-Procured Transportation, Plus Per Diem. When the Government provides transportation at no cost, the member is entitled to per diem under par. U5113.

E. Travel by Mixed Modes

1. General. If a member travels by mixed modes for a separate journey (see par. U5150), entitlement is determined under subpar. 2.

NOTE: *The following is not considered in determining if mixed mode travel is involved in a journey:*

- a. travel between the duty station and local transportation terminal, or
- b. travel between local transportation terminals.

2. Computation. Total reimbursement for POC and personally-procured commercial travel may be no more than the MALT PLUS payable for the entire ordered travel distance less the cost of any Government-procured transportation used for a portion of the journey.

★ U5106 NOT USED

U5107 POC TRAVEL PROHIBITED

Each Service may issue regulations prescribing exigencies under which order-issuing officials may prohibit members traveling as individuals (as distinguished from members traveling together under orders directing no/limited reimbursement) from using a POC. If there are no such regulations, orders prohibiting POC transportation are without effect. Paragraph U5108 applies if the member's orders state that POC travel is prohibited, or specifically

1. General. A member permanently stationed OCONUS, who is authorized to have dependents reside at or in the vicinity of the PDS or the homeport of an OCONUS ship, and whose minor dependents, as defined in this subparagraph, attend a dormitory school operated by the DoD or selected for the student by the cognizant Regional Director of the DoDEA, is entitled to transportation of minor dependents between such schools and their place of residence as provided in this subparagraph. The transportation allowance authorized is transportation in kind, or reimbursement therefor as prescribed in par. U5203-A, first itemization, item 2, or a MALT as prescribed in par. U5203-A, item 3. No per diem is payable. Transportation, when possible, is by Government-owned or Government-procured transportation on a space-required basis. Chapter 3, Part B, applies to the procurement of transportation and the use of U.S. transportation facilities for travel authorized in this subparagraph.

2. Definitions

a. Dependent. A "dependent" as used in this subparagraph is a minor individual who:

(1) has not completed secondary schooling; and

(2) is the child, stepchild, adopted child, ward, or spouse of a member or who is a resident in the household of a member who stands in loco parentis to such individual and who receives one-half or more support from such member.

b. United States. "United States" as used in this subparagraph is the 50 states, the District of Columbia, Puerto Rico, and U.S. possessions (excluding Midway Island).

3. Five-Day-a-Week Dormitory School. A member whose minor dependents attend a DoD school on a 5 day-a-week dormitory basis, is authorized one round trip per week between the school and their residence for each such dependents during the school year.

4. Seven-Day-a-Week Dormitory School

a. General. A member whose minor dependents attend a school on a 7 day-a-week dormitory basis, is authorized not fewer than three round trips per school year between the school and the member's residence. Additional round trips may be authorized/approved when the school dormitory is closed by competent authority.

b. Travel to Other Than the Member's Residence. Students entitled to transportation under this subparagraph may be authorized transportation to a location other than the member's residence providing the member states in writing to the order-issuing official concerned that the travel to the other location is for the purpose of permitting the student to join the family at that location. Reimbursement under this subparagraph is limited to what it would have cost the Government for transportation from the school to the member's residence by the authorized mode.

5. Baggage. Up to 350 pounds of unaccompanied baggage may be transported for each eligible minor dependent attending a DoD dormitory school on the first and on the final trip of each school year.

B. Travel of DoDEA Students with Handicaps for Diagnostic and Evaluation Purposes. Space-required and space-available tuition free DoDEA students, who are or may be considered handicapped under DoD Instruction 1342.12, are authorized travel and transportation allowances to the same extent as prescribed in JTR, Volume 2, for travel by employees on TDY, when competent medical or educational authorities request a diagnosis or evaluation under DoD Instruction 1342.12, and travel is necessary in connection with such diagnosis or evaluation. If those authorities request that one or both of the student's parents or guardian be present, either to participate in the diagnosis or evaluation or to escort the student, travel and transportation allowances also are authorized for the parents or guardian(s). Reimbursement is in accordance with the TDY provisions in this Volume if the parent or guardian is a

member and in accordance with the TDY travel provisions for civilian employees in JTR, Volume 2, if the parent or guardian is not a member.

C. Transportation of Student Dependents for Purpose of Attending School in the United States

1. General. Except as noted herein, a member who:

- a. is permanently stationed OCONUS;
- b. is accompanied by command sponsored dependents at or in the vicinity of the member's PDS or the homeport of an OCONUS ship (unless the only dependents are in the category of dependents described in item c); and
- c. has an unmarried dependent child who is or will be attending a school in the United States to obtain a secondary or undergraduate college education;

is authorized transportation at Government expense for an unmarried dependent child as provided in this subparagraph.

NOTE 1: *This subparagraph does not apply to a member assigned to a PDS in Alaska or Hawaii for an unmarried dependent child attending a school in the state of the PDS.*

★ **NOTE 2:** *This subparagraph does not apply to a member for an unmarried dependent child attending a school in the U.S. to obtain a secondary education, if the child is eligible to attend: (a) a secondary school under the Defense Dependent's Education Act of 1978 other than on a 7-day-a-week dormitory basis; or (b) to a member stationed in Puerto Rico or Guam with a DoD DDESS, formerly known as Section 6, secondary school, in the vicinity of the PDS.*

NOTE 3: *This subparagraph does not apply to a member assigned to a PDS in Alaska or Hawaii for an unmarried dependent child attending a school in the United States to obtain a secondary education.*

NOTE 4: *This subparagraph does not apply to a member for an unmarried dependent child attending a Service academy as a cadet or midshipman.*

2. Definitions. For the purpose of this subparagraph, the following definitions apply.

a. College Education. "College education" is attendance in a full-time program at the undergraduate level at accredited colleges, universities, technical or business schools that offer courses leading to undergraduate degrees. They are:

(1) schools, accredited by agencies recognized by the Secretary of Education as reliable authorities, and listed in the "Education Directory, Colleges and Universities" published by the National Center for Educational Statistics;

(2) schools empowered under state law by state education authority to grant associate or baccalaureate degrees, and those recognized as accredited for undergraduate degree programs by a recognized accrediting agency using:

(a) American Colleges and Universities; or

(b) American Junior Colleges

published by the American Council on Education.

K. Required Medical Equipment. Medical equipment necessary for medical treatment authorized under Title 10, U.S.C., required by a member/dependent (who is entitled to medical care under Title 10, U.S.C.). Required medical equipment:

1. may be shipped in the same manner as PBP&E (see subpar. C),
2. does not include a modified POV, and
3. must be certified by an appropriate Uniformed Services health care provider as necessary for medical treatment of the member/dependent authorized under title 10, U.S.C.

U5315 ADMINISTRATIVE WEIGHT LIMITATIONS

A. General. Administrative weight limitations in this paragraph and administrative weight or item allowances (within the table of weight allowances in this Part) established by the Services are subject to conditions in Service regulations. An eligible member is entitled to HHG transportation to a designated place and/or NTS of the remainder of the authorized HHG weight allowance that may not be transported to the PDS.

B. Entitlement. On a PCS to/from an OCONUS PDS designated by the Service concerned as a place where Government-owned furnishings are provided for all quarters, a member is limited to HHG transportation of 2,000 pounds (net) or 25 percent (net) of the weight allowance in par. U5310-B, whichever is greater, plus transportation of unaccompanied baggage. See subpar. C for exceptions. If both spouses are members and are assigned to the same OCONUS area where they jointly occupy quarters, they are limited to one administrative weight allowance, based on the weight allowance of the higher ranking member; however, each is entitled individually to transportation of unaccompanied baggage, PBP&E (see U5310-C), and required medical equipment (see U5310-K).

C. Exceptions.

1. General. Administrative weight limitations do not apply:
 - a. to shipments from nonforeign OCONUS areas to any location where there is no Service administrative weight limitation;

- b. to members with a weight allowance of less than 2,000 pounds; or
- c. to members on duty as U.S. Defense Attaches.

2. Government Furnishings Unavailable.

When an item of Government furnishings ordinarily provided at a new PDS is unavailable, the weight limitation is increased in an amount equal to the weight of personally-owned substitute furnishings.

3. Weight Allowance Increase. A member's request to increase the restricted HHG weight allowance, may be authorized/approved through the Secretarial Process in the following circumstances:

- a. the member is assigned COT from an unrestricted to a weight restricted area;
- b. the member extends a tour for one year or longer within the same weight restricted area;
- c. additional furnishings were acquired through marriage after the member was assigned to the weight restricted area; or
- d. circumstances exist that would cause undue hardship if the weight restriction were enforced.

NOTE: The combined weights of stored HHG plus transported HHG shall not exceed the weight allowance in par. U5310-B.

4. Additional HHG at Member's Expense. Additional HHG may be transported on a Personal Property Government Bill of Lading (PPGBL). The member must pay the cost of transporting the excess weight.

U5317 HHG TRANSPORTATION ENTITLEMENT DISALLOWED

HHG transportation entitlement does not exist for members (See par. U5203-B for related dependent transportation:

1. of reserve components when called/ordered to active duty (including active duty for training) for less than 20 weeks, or active duty for training for 20 or more weeks when the active duty is for less than 20 weeks at any one location (see par. U5345-B2);
2. on leave;

3. who are in an AWOL status; deserters or stragglers; dropped or dismissed; transferred as prisoners to a place of detention; or in confinement, except as provided in pars. U5370-D1, U5370-D8 (see also par. U5240-D2, item h), and U5370-J;
4. serving in CONUS, who have no dependents, incident to a court-martial, sentence, or resignation, or an administrative discharge under conditions other than honorable (for such members who have dependents, see pars. U5370-D1, U5370-D8 (see also par. U5240-D2, item h), and U5370-J);
5. under orders to a course of instruction of less than 20 weeks duration (except HHG within the TDY weight allowance may be transported);
6. called/ordered to active duty for basic training for less than 6 months (see par. U5345-B2);
7. when less than 12 months remain in an OCONUS tour after the scheduled arrival date of the HHG at the PDS, except under par. U5350-J (exceptions may be granted through the Secretarial Process when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS), and when assigned to Foreign Service Schools under par. U5345-D1;
8. transferred between PDSs located in proximity to, or activities at, the same PDS, except as provided in par. U5355-B1 (57 Comp. Gen. 266 (1978)).

U5318 RE-TRANSPORTATION OF THE SAME HHG

HHG transportation shall not be made for a member's convenience to some other place for re-transportation later.

U5320 METHODS OF TRANSPORTATION

A. HHG. HHG transportation is authorized by the transportation mode which provides the required services satisfactorily at the best value to the Government.

B. Unaccompanied Baggage. Unaccompanied baggage transportation is authorized by an expedited

mode when necessary to enable the member to carry out assigned duties or to prevent undue hardship to the member and/or dependents. When the expedited mode is commercial air, a maximum of 1,000 pounds (net) may be transported. Unaccompanied baggage in excess of 1,000 pounds (net) may be transported if authorized in accordance with Service regulations.

C. Government - Procured Transportation. Ordinarily, HHG transportation is arranged through a shipping or transportation officer and the Government assumes responsibility for the shipping and storage of HHG in accordance with subpar. A.

D. Personally-Procured Transportation and NTS. An eligible member (i.e., a member or next of kin in the case of a member's death) may personally arrange for transportation and/or NTS of HHG. Reimbursement claims should be prepared and submitted in accordance with Service regulations (see par. U1010-B7). The Government's cost limit is linked to the member's maximum HHG weight allowance (i.e., if the member transports HHG in excess of the authorized weight allowance, all payments are based on the authorized weight allowance.) (See par. U5385.)

★ **NOTE:** *Members who choose to personally arrange for HHG shipment (i.e., move the HHG themselves, or contract directly for the HHG to be moved) are entirely responsible for all issues related to the Status of Force Agreement (SOFA), use of U.S. carriers, import/export processes, tariffs, customs, etc.*

1. Government-procured HHG Transportation and/or NTS Not Available. A member who personally arranges for transportation or NTS is entitled to reimbursement of the actual cost

- a. when a shipping or transportation officer is not available, or
- b. the member is instructed by the shipping or transportation officer to transport HHG or place them in NTS at personal expense.

(See Transportation of HHG in Appendix A and NTS in par. U5380.) The cost of the direct hire or rental of a conveyance (with or without operator) and/or hire of an operator of a conveyance is included as part of the actual cost. The special routing and services in par. U5340-E are not included as part of the actual cost.

2. Government-procured Transportation and/or NTS Available. A member who personally arranges for transportation or NTS is entitled to:

- a. *have no dependents*,
- b. are assigned simultaneously to permanent duty aboard ship(s),
- c. elect not to occupy assigned shipboard quarters, and
- d. occupy non-Government quarters ashore,

(B-252098.2, October 18, 1993).

C. Special Categories DLA Not Authorized. No DLA entitlement accrues in connection with a PCS:

1. from home or from PLEAD to first PDS;
2. from last PDS to home or to the PLEAD;
3. from last PDS in one period of service to first PDS in another period of service when there was no ordered PCS between those stations;
4. when the member does not relocate the household; or

for a member with dependents, in connection with PCS travel performed:

5. under the conditions outlined in par. U5203-B, items 1a, b, c, and d; 2a, b, c, e, and f; and 3b.

D. Relocation of Household Incident to Alert Notification. A member with dependents,

1. who relocates the household incident to official alert notification,
2. but before PCS orders are issued, which provide for transfer to an OCONUS PDS to which dependent travel is not authorized under par. U5240-H,

is entitled to the DLA only when the PCS has been completed.

E. Entitlement When Member Married to a Member Is Transferred to a New PDS. Table U5G-3 is for a member married to a member who, incident to a PCS, disestablishes a household at one PDS and establishes a household at a new PDS.

★ Table U5G-1

PRIMARY DLA RATES EFFECTIVE 1 JULY 2000		
Grade	Without Dependent Rate	With Dependent Rate
O-10	\$2,333.40	\$2,872.39
O-9	\$2,333.40	\$2,872.39
O-8	\$2,333.40	\$2,872.39
O-7	\$2,333.40	\$2,872.39
O-6	\$2,140.71	\$2,586.34
O-5	\$2,061.78	\$2,492.98
O-4	\$1,910.68	\$2,197.58
O-3	\$1,531.26	\$1,818.15
O-2	\$1,214.65	\$1,552.48
O-1	\$1,022.83	\$1,387.82
O-3E	\$1,653.50	\$1,953.97
O-2E	\$1,405.64	\$1,762.99
O-1E	\$1,208.71	\$1,628.87
W-5	\$1,941.24	\$2,121.19
W-4	\$1,723.94	\$1,944.64
W-3	\$1,448.94	\$1,781.67
W-2	\$1,286.81	\$1,639.07
W-1	\$1,077.14	\$1,417.52
E-9	\$1,415.83	\$1,866.55
E-8	\$1,299.53	\$1,720.56
E-7	\$1,110.25	\$1,597.48
E-6	\$1,004.99	\$1,476.09
E-5	\$926.91	\$1,327.54
E-4	\$806.37	\$1,154.39
E-3	\$791.09	\$1,074.61
E-2	\$642.55	\$1,022.83
E-1	\$572.96	\$1,022.83

★ Table U5G-2

<u>SECONDARY</u> DLA RATES EFFECTIVE 1 JULY 2000		
Grade	Without Dependent Rate	With Dependent Rate
O-10	\$1,866.71	\$2,297.91
O-9	\$1,866.71	\$2,297.91
O-8	\$1,866.71	\$2,297.91
O-7	\$1,866.71	\$2,297.91
O-6	\$1,712.58	\$2,069.08
O-5	\$1,649.42	\$1,994.38
O-4	\$1,528.54	\$1,758.07
O-3	\$1,225.01	\$1,454.53
O-2	\$971.73	\$1,241.99
O-1	\$818.26	\$1,110.25
O-3E	\$1,322.80	\$1,563.18
O-2E	\$1,124.51	\$1,410.39
O-1E	\$966.97	\$1,303.10
W-5	\$1,552.99	\$1,696.95
W-4	\$1,379.16	\$1,555.71
W-3	\$1,159.14	\$1,425.33
W-2	\$1,029.44	\$1,311.25
W-1	\$861.72	\$1,134.02
E-9	\$1,132.66	\$1,493.24
E-8	\$1,039.63	\$1,376.43
E-7	\$888.19	\$1,277.98
E-6	\$804.00	\$1,180.87
E-5	\$741.53	\$1,062.04
E-4	\$645.10	\$923.51
E-3	\$632.88	\$859.68
E-2	\$514.05	\$818.26
E-1	\$458.36	\$818.26

NOTE: These rates are only payable when a second DLA is paid IAW par. U5630-B6.

ENTITLEMENT TO DLA WHEN A MEMBER MARRIED TO A MEMBER IS TRANSFERRED					
R U L E	<u>If one member</u> A	<u>and the other member</u> B	<u>at the old PDS</u> <u>they occupied</u> C	<u>at the new PDS</u> <u>they occupied</u> D	<u>then DLA is payable</u> E
1	has no dependents	has no dependents	the same quarters	the same quarters ³	to either member at the "without dependent" rate, but not both ^{1, 4}
2			separate quarters	separate quarters ^{2,3}	to both at the "without dependent" rate ⁴
3				the same quarters ³	
4				separate quarters ^{2,3}	
5		has dependents	the same quarters	the same quarters ³	to either the member who has no dependents at the "without dependent" rate or to the member who has dependents at the "with dependent" rate, but not to both members ¹
6			separate quarters	separate quarters ^{2,3}	to each, i.e., as a member without dependents for the member without dependents and at the "with dependent" rate for the member with dependents
7				the same quarters ³	
8				separate quarters ^{2,3}	
9	has dependents	has dependents	the same quarters	the same quarters	to either member at the "with dependent" rate, but not to both ¹
10			separate quarters	separate quarters ²	to both members at the "with dependent" rate
11				the same quarters	
12				separate quarters ²	

1. The husband and wife may select the greater entitlement. However, when one member moves incident to a PCS at one time and establishes a household at the new PDS and, at a later date, the other member moves incident to a PCS and occupies the same residence as the spouse:

(a) both members would be entitled to a DLA at the "without dependent" rate under Rule 1,

(b) the member who has no dependents at the "without dependent" rate, and the member with dependents at the "with dependent" rate under Rule 5, and

(c) both members at the "with dependent" rate under Rule 9.

2. Payable only if it can be conclusively shown it is necessary to establish separate households for or on behalf of each member or for the dependents.

3. Except as indicated in par. U5610-B, and when a member in pay grade E-7 and above without dependents elects not to occupy available Government quarters, a member, who has no dependents and who is assigned to Government quarters at the new PDS (including a ship), is not entitled to DLA.

4. DLA is not payable to a member married to a member who occupies Government quarters, if neither member has a dependent.

Table U5G-3

PART H: LEAVE TRAVEL AND TRANSPORTATION

U7200 LEAVE BETWEEN CONSECUTIVE OVERSEAS TOURS (COT)

A. Entitlement. Eligible members and their eligible dependents, if any, are entitled to the travel and transportation allowances authorized in Chapter 5, Parts B and C, for COT leave travel between authorized locations. Members and dependents may travel together or independently. **NOTE: No cruise or tour packages.**

1. Eligible Members. An eligible member is one stationed OCONUS who is ordered to:
 - a. consecutive tour of duty at the same (old) PDS, or
 - b. make a PCS between OCONUS PDSs to serve the prescribed tour at the new PDS and either:
 - (1) one of the tours is unaccompanied, or
 - (2) both tours are accompanied and the total time to be served at the PDSs at least equals the sum of the unaccompanied tour lengths for their PDSs.
2. Eligible Dependents. An eligible dependent is one who:
 - a. is a dependent as defined in Appendix A (except a child described in item 8 of the definition) on
 - (1) the last day of the member's first tour at the old OCONUS PDS; or
 - (2) the effective date of the member's PCS to the new OCONUS PDS;
 - b. is command sponsored for both tours;
 - c. is/was (in the case of deferred leave travel and evacuated dependents) located at or in the vicinity of the member's old OCONUS PDS; and
 - d. accompanies the member during both tours.
3. Authorized Locations
 - a. Travel between authorized locations is travel:
 - (1) between the old OCONUS PDS and an authorized destination, and return, if serving consecutive tours at the old PDS; or
 - (2) from the old to the new OCONUS PDSs via an authorized destination.
 - b. An authorized destination is the member's HOR or a place no farther distant. In addition, the Secretarial Process may authorize/approve any other destination.
 - c. A member and/or dependents may return to the old PDS at Government expense from an authorized destination to drive a POC to a new PDS.
 - d. The Secretarial Process may authorize/approve travel and transportation allowances for a member who travels via a designated place as prescribed in subpar. U5120-G.
 - e. When members and/or dependents are temporarily absent from the PDS and do not return before beginning COT leave travel, see subpars. U5120-B or C (members) and U5218 (dependents).

B. Scheduling. COT leave travel should occur between the OCONUS tours, in conjunction with PCS travel, if any.

1. Member's HOR in CONUS. A member and/or dependents whose HOR is in CONUS and who must travel through CONUS to get to the new PDS may perform COT leave travel after PCS travel only if separate COT leave travel is authorized/approved in accordance with Service regulations.

2. Member's HOR OCONUS. The member may elect to defer COT leave travel.

3. Deferred Travel. Deferred COT leave travel must begin within a year after the member:

- a. begins the consecutive tour at the old OCONUS PDS, or
- b. reports to the new OCONUS PDS.

Exception to Time Limit for Contingency Operation: (Effective 1 November 1995) If unable to travel within a year because of duty in connection with a contingency operation, members and dependents may defer travel for an additional year after that duty ends.

C. Reimbursements

1. Member-Procured Transportation

a. *A member, directed to use Government or Government-procured transportation for COT leave travel, who procures other transportation at personal expense, shall not be reimbursed.*

b. Reimbursement to a member not directed to use Government or Government-procured transportation who procures common carrier transportation at personal expense shall not exceed the Government or Government-procured transportation cost, as appropriate, for the official distance (see subpar. U5105-C).

c. When the Service concerned authorizes/approves POC use, a member is entitled to MALT PLUS under subpar. U5105-B.

2. Travel Status. A member is in a travel status (see par. U2200-B) during direct travel between authorized locations. For other travel undertaken for personal convenience, a member's travel status is limited to constructive period equal to that required for direct travel between authorized locations by available transportation.

3. No Entitlement. There is no travel and transportation entitlement under this paragraph if:

- a. travel is to other than an authorized location, or
- b. a member elects:
 - (1) transportation under par. U7305, or
 - (2) either option available in lieu of transportation under par. U7305.

★ U7205 TRANSPORTATION IN PERSONAL EMERGENCIES

A. Entitlement. Eligible members on emergency leave and eligible dependents with personal emergencies (as determined under DoDD 1327.5 (Leave and Liberty) for DoD Services and/or Service regulations (see par. U1010-B9)) are entitled to transportation between authorized locations. They are entitled to commercial transportation to the international airport in CONUS closest to the location from which the member and/or dependents departed if

space-required Government transportation is not reasonably available (***NOTE: Commanders must determine "reasonable availability" after considering frequency and scheduling of flights, and other relevant circumstances (including those personal to the member).***)

1. Reimbursement for transportation costs shall not exceed the cost of Government-procured commercial air transportation between authorized locations.

NOTE: Reimbursement is authorized only for air transportation.

2. For eligible dependents, personal emergencies are circumstances similar to those for which a member receives emergency leave, and includes travel not authorized under subpar. U5242-A incident to the burial of a deceased member.

3. Travel across CONUS is at Government expense if a member or dependent must transit the CONUS to reach the OCONUS emergency (leave) point.

B. Eligibility

1. Eligible Members. Eligible members are those:

- a. on permanent duty OCONUS,
- b. assigned to an OCONUS ship or unit operation, or
- c. with OCONUS domiciles who are on permanent duty in CONUS.

2. Eligible Dependents. Eligible dependents are those who:

- a. are command sponsored and reside OCONUS with the member,
- b. reside at an OCONUS location and for whom the member receives a station allowance, or
- c. reside in CONUS and the member:
 - (1) is on permanent duty OCONUS, or
 - (2) has an OCONUS domicile and is on permanent duty in CONUS.

3. Domicile. As used in this paragraph, domicile is a member's HOR or place:

- a. from which first called (or ordered) to active duty,
- b. of first enlistment, or
- c. of permanent legal residence.

A member's domicile is relevant to personal emergency transportation entitlement only if the member is stationed in CONUS. A dependent's domicile is not relevant.

C. Authorized Locations. Eligible members and eligible dependents are authorized transportation from an originating location to a destination point. They are authorized return transportation from the destination point to the originating location or PDS, if transportation is provided to the destination point under this paragraph.

★ ***NOTE: Reimbursement is authorized only for air transportation.***

1. Members and Dependents OCONUS. For members described in subpars. B1a and b and dependents described in subpar. B2a and b:

- a. Authorized originating locations are:
 - (1) a member's PDS;
 - (2) dependents' other OCONUS location; or
 - (3) member's or dependents' location when notified of the personal emergency;
- b. Authorized destination points are:

Effective 5 October 1999

(1) Either:

(a) the CONUS international airport nearest to the location from which the member/dependents departed to which a scheduled direct flight is available along a normally traveled international route; or

(b) any other CONUS airport that is closer to the traveler's destination if the cost of the transportation to the other airport is less than the cost of transportation to the international airport described in (a) above; (**NOTE: This creates a cost limit to be used for transportation.** Example: Member's PDS is Stuttgart. Emergency leave is approved with leave location in Cleveland, Ohio. Next available flight departs Stuttgart International Airport with routing through London International Airport to JFK International Airport (NY), the closest CONUS international airport to Stuttgart. The cost for transportation paid by the Government from Stuttgart to Cleveland may not exceed the cost for transportation from Stuttgart International Airport through London International Airport to JFK International Airport (NY). (OCONUS connections along the route of travel are permissible.)); or

- (2) an airport in a nonforeign OCONUS area (see Appendix A); or
- (3) any other OCONUS location, as determined by the Secretarial Process.

NOTE: *There is no entitlement to one-way emergency leave transportation from CONUS back to an OCONUS PDS.*

2. Members and Dependents in CONUS. For members described in subpar. B1c and dependents described in subpar. B2c:

- a. Authorized originating locations are the international airports nearest the:
 - (1) member's PDS, or
 - (2) member's or dependents' location when notified of the personal emergency.
- b. Authorized destination points are:
 - (1) an international airport in a nonforeign OCONUS area; or
 - (2) any other OCONUS location, as determined by the Secretarial Process.

★ U7206 PERSONAL EMERGENCIES FOR MEMBERS ON TDY OR AWAY FROM HOMEPORT

1. Members on TDY away from the PDS, or assigned to a ship or unit operating away from its homeport, are entitled to round-trip personal emergency transportation from the TDY/unit location or ship to the:
 - a. PDS,
 - b. homeport, or
 - c. other location.
2. Space-required Government transportation must be used if reasonably available, otherwise transportation entitlements are the same as if traveling on TDY.
3. Transportation cost reimbursement for travel to another location shall not exceed transportation costs to the PDS or homeport.

NOTE: *Reimbursement is authorized only for air transportation.*

U7207 FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEML) TRANSPORTATION

A. Policy. FEML policy is established in DoD Directive 1327.5 (Leave and Liberty), subpar. F-19.

B. Eligibility

1. Members. A member is eligible for FEML if stationed at an authorized FEML PDS (see Appendix S) for 24 consecutive months or more.
2. Dependents. Dependent(s) are eligible for FEML if they:
 - a. are command sponsored, and
 - b. reside with the member at the FEML PDS.

C. Limitation

1. Number of FEML Trips

- a. The number of FEML trips eligible members/dependents may take depends on the member's tour length, as shown in the table below:

<u>Tour Length</u>	<u>Number of FEML Trips Authorized</u>
a. at least 24 months, but less than 36 months	1
(1) tour <i>extended</i> at least 12 months	1 additional
b. at least 36 months.	2
(1) tour <i>extended</i> for any length of time	0 additional

- b. No more than 2 FEML trips are authorized for any overseas tour including extensions to that tour.
- c. Personnel taking *IPCOT assignments* are entitled to additional FEML trips based on the above table.

2. Time Limitation. FEML travel by members/dependents should not be performed within 6 months of the beginning or the end of the tour. Major commands are authorized, on a case-by-case basis, to waive the six-month rule when appropriate.

D. FEML Locations/Destinations. For a list of authorized FEML locations/destinations, see Appendix S.

1. FEML Location. A PDS where FEML is authorized, listed in Appendix S.

2. Authorized Destination. The destination location authorized for a FEML PDS, listed in Appendix S.

3. Alternate Destination(s). A destination location, or multiple destination locations, (other than the authorized destination listed in Appendix S) a member selects.

4. Location Designation/Recertification

a. Designating Authorities. The following are designating authorities for FEML locations/destinations:

(1) DoD Services: USD (P&R);

(2) NOAA: Director, NOAA Corps;

(3) PHS: Office of the Assistant Secretary for Health (OSG, DCP); and

(4) U.S. Coast Guard: Commandant (G-WPM), U.S. Coast Guard.

b. Designation Requests. DoD Services forward designation requests through Unified Command channels to USD (P&R). USD (P&R) must recertify FEML location/destination designations every two years.

c. Recertification Requests. Forward recertification requests through Unified Command channels to reach USD (P&R) ***before*** the indicated recertification date.

E. Transportation

1. Member/Dependent. Members and dependents may travel together or independently.

2. Restrictions. A member/dependent(s) taking a FEML trip:

a. must use military air transportation on a space available basis if reasonably available to the authorized/alternate destination, or

b. may use commercial air transportation if military air transportation is not reasonably available*, and

c. may not use cruise or tour packages.

**** NOTE: Commanders must determine "reasonable availability" after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the member) that affect scheduling FEML.***

3. Procurement. Commercial air transportation may be purchased by the Government or member (see par. U3120).

4. Reimbursement. Reimbursement for transportation to alternate destination(s) shall not exceed the cost of Government-procured transportation between a member's FEML PDS and the authorized destination.

5. Transportation Funded by a Host Government. If a member/dependent(s) receives transportation funded by a host government that is comparable to FEML, they are not eligible for a FEML trip.

U7210 CONVALESCENT LEAVE TRANSPORTATION

A. Entitlement. A member, traveling for convalescent leave for illness or injury incurred while eligible for hostile fire pay or imminent danger pay under 37 U.S.C. §310, is entitled to transportation allowances for one trip:

1. from the place of medical treatment in the United States to a place selected by the member and authorized/approved by the Secretarial Process, and
2. from the selected place to the place of original medical treatment or to a different medical treatment facility.

B. Transportation Allowances. A member performing travel under subpar. A is entitled to select:

1. transportation in kind or Government-procured transportation,
2. reimbursement for the commercial transportation cost when the member travels at personal expense, or
3. the automobile mileage rate for the official distance.

Government transportation or Government-procured transportation is furnished and used to the maximum extent practical. Reimbursement under item 2 is subject to Chapter 3, Part B, for land travel and par. U5116-D for transoceanic travel. When land travel is performed partly at personal expense and partly by Government transportation, reimbursement is prescribed in par. U5105-E2. *Per diem, meal tickets, and reimbursement for meals and lodging are not authorized for convalescent leave travel.*

U7215 SHIP RELOCATED DURING AUTHORIZED ABSENCE

A. Entitlement. Members are entitled to MALT PLUS under subpar. U5105-B for a portion of return travel to their assigned ships that relocate during their absence on authorized leave or liberty (pass), but only if they are not notified of the relocation before their departure.

B. Limitation. MALT PLUS is payable for the additional distance, if any, members must travel to return to a ship's new location over that required to return to its old location, but only for the additional distance that does not exceed the distance between the ship's old and new locations.

C. Special Circumstances

1. Members Without Funds. Members without funds, who receive land transportation under Part N of this Chapter, receive MALT PLUS under this paragraph, if otherwise eligible.

2. Transoceanic Travel. If return to a relocated ship requires transoceanic travel, transportation in kind or Government-procured transportation is authorized for such travel, but Government-procured transportation costs shall not exceed the costs for travel between the ship's old and new locations.

U7220 RECALL FROM LEAVE

A. Member's Responsibility. Except as prescribed in subpar. B, members en route to or at a leave location, who

are ordered to return to a duty station (permanent or TDY) for duty, must bear the cost of returning. If leave is interrupted for TDY away from the PDS, see subpar. U4105-F.

B. Recall for Operational Reasons

1. Entitlement. Eligible members are entitled to the per diem, transportation, and reimbursable expenses in Chapter 4, Part B (computed as if returning to a PDS from TDY) for travel:

- a. beginning the day they depart from the leave location or place they receive orders canceling leave, and ending the day of arrival at the duty station; and
- b. if authorized to resume leave, beginning the day they depart from the duty station, and ending on the day of arrival at a leave location no farther distant from the duty station than the place they received orders canceling leave.

No per diem allowances accrue for duty at the PDS.

2. Eligible Members. Eligible members are those who depart from a duty station (permanent or TDY) on authorized leave and are recalled to the same duty station because of:

- a. actual contingency or emergency war operations, or
- b. an urgent, unforeseen circumstance (and the authorized leave is for 5 or more days):
 - (1) within 24 hours of departure, or
 - (2) more than 24 hours after departure, if the commanding officer authorizes/approves after determining that:
 - (a) a substantial portion of the scheduled leave period has been eliminated by the recall, or
 - (b) the purpose of the leave has been defeated (60 Comp. Gen. 648 (1981)).

PART J: REST AND RECUPERATION (R&R) LEAVE AND SPECIAL REST AND RECUPERATIVE (SR&R) ABSENCE TRANSPORTATION

U7300 FUNDED REST AND RECUPERATIVE (R&R) LEAVE TRANSPORTATION

A. Policy. The policy for designating locations eligible for funded R&R leave transportation is established in DoD Directive 1327.5, subsection 6.17. (37 U.S.C. §411c). This transportation may not be combined with TDY travel.

B. Eligibility. A member is eligible if assigned to a designated location outside the United States. The number of R&R leaves authorized is:

- a. Standard Tour: One per 12-month period.
- b. Contingency Tour: One per contingency tour.

★ C. R & R Locations/Destinations. For a list of authorized R&R locations/destinations, see Appendix U.

1. R&R Location. To qualify a location must meet the requirements of DoDD 1327.5 as follows:

- a. a dependent-restricted tour area;
- b. designated for hostile fire or imminent danger pay;
- c. in an area in which entry of members on official or unofficial travel is controlled; and
- d. an area where ordinary annual leave programs are restricted for reasons of military necessity.

2. R&R Destination. The R&R destination authorized for an R&R location listed in Appendix U.

3. Alternate Destination. A R&R destination other than the R&R destination listed in Appendix U that a member selects.

4. Location Designation/Redesignation

a. Designating Authorities. The following may designate R&R locations/destinations:

- (1) DoD Services: OASD (MPP);
- (2) NOAA: Director, NOAA Corps;
- (3) PHS: Office of the Assistant Secretary for Health (OSG, DCP);
- (4) U.S. Coast Guard: Commandant (G-WPM), U.S. Coast Guard.

b. Designation Requests. DoD Services must send designation requests through Unified Command channels to OASD (MPP). OASD (MPP) must redesignate R&R location/destination designations every two years.

c. Redesignation Requests. DoD Services must send redesignation requests through Unified Command channels to reach OASD (MPP) ***before*** the indicated redesignation date.

D. Transportation

1. Uniformed Members only
2. Restrictions. A member taking a R&R trip may use:
 - a. military air transportation on a space required basis if reasonably available to the R&R/alternate destination, or
 - b. commercial air transportation if military air transportation is not reasonably available,* and
 - c. may not use cruise or tour packages to and from the authorized destination.

* **NOTE:** Commanders must determine “reasonable availability” after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the member) that affect scheduling.
3. Procurement. Commercial air transportation must be in accordance with par. U3120.
4. Reimbursement. Reimbursement shall not exceed the cost of Government-procured transportation between a member’s duty station and the authorized destination as determined in subpar. C2.
5. Time Limitation
 - a. Standard Tour: Member must have served more than 90 days in the R&R location prior to taking 1st R&R leave.
 - b. Contingency Tour: Member must have served at least 60 days in the R&R location prior to taking R&R leave.

U7305 TRANSPORTATION FOR SR&R ABSENCE

A. Entitlement. Under regulations prescribed by the Secretary concerned, eligible members may elect up to 15 days of SR&R absence (DoD Directive 1327.5, subsec. 6.18.) and round-trip transportation at Government expense between an OCONUS PDS and the nearest CONUS port (10 U.S.C. §705(b)).

B. Eligible Members. Enlisted members of the armed forces must meet the following requirements of DoDD 1327.5:

1. are entitled to basic pay,
2. have a specialty designated for SR&R purposes,
3. complete a tour of duty at a designated OCONUS PDS,
4. extend that tour for not less than a year, and
5. do not elect a non-transportation option under 10 U.S.C. §705.

C. Authorized Transportation. Round-trip Government or Government-procured transportation is authorized, and if possible, members must use them. Otherwise, round-trip transportation procured by the member per par. U3120 is authorized with reimbursement for:

1. transoceanic travel and overland air travel under subpar. U5116-D,
2. overland surface travel at actual cost, and
3. travel by POC at actual cost as in subpar. U3305-B.

CHAPTER 9 STATION ALLOWANCES

PART A: DEFINITIONS

<u>Paragraph</u>	<u>Contents</u>
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U9101	OHA Start/Stop <ul style="list-style-type: none">A. StartB. StopC. Secretarial Extensions
U9102	Concurrent Payment of OHA and TLA
U9103	OHA Entitlement Incident to PCS Between PDSs in Close Proximity
U9104	OHA Continuation Following Member's Death
U9105	Determining Monthly Rent <ul style="list-style-type: none">A. GeneralB. Sharers
U9106	Utility/Recurring Maintenance Allowance <ul style="list-style-type: none">A. Utility/Recurring Maintenance Allowance CategoriesB. Determining Whether Rent Includes All, No, or Some UtilitiesC. Rent Includes All UtilitiesD. Rent Includes No Utilities or Member is a HomeownerE. Rent Includes Some Utilities

U9107	MIHA A. General B. MIHA Rules and Information
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U9109	OHA Entitlement for a Member Without Dependents A. General B. Noncommand Sponsored Dependents in Vicinity of PDS
U9110	OHA Entitlement for Members With Dependents A. Member Paying Child Support Assigned Government Quarters B. OHA Reduction C. Dependents Arrive Before Member at or in Vicinity of a PDS Outside the United States
U9111	Members Occupying Government Trailers or Rental Guarantee Housing
U9112	Geographic OHA Locations
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1. is entitled to dependent transportation;
2. is ordered to a PDS at which an accompanied-by-dependents tour may be elected, and
3. elects to serve an unaccompanied tour but is accompanied or joined by dependents;

is not entitled to OHA when available Government quarters are not occupied based on the presence of noncommand-sponsored dependents in the PDS vicinity. If the member changes the election and agrees to serve the accompanied tour, par. U9110 applies from the date dependents are command-sponsored.

U9110 OHA ENTITLEMENT FOR MEMBERS WITH DEPENDENTS

OHA is payable to a member with dependents at all times except as indicated in subpar. A or when Government quarters are assigned to, or occupied jointly by, the member and dependents.

A. Member Paying Child Support Assigned Government Quarters. A member with dependents authorized:

1. BAH-II at the with dependent rate (members who were assigned to Government quarters and receiving BAH-II at with dependent rate based solely on the payment of child support on December 4, 1991); or
2. BAH-DIFF;

solely because the member is paying child support is not entitled to OHA if the member is assigned:

1. Government quarters; or,
2. to sea duty and elects not to occupy assigned unaccompanied quarters, unless the member is in a grade above E-6.

B. OHA Reduction. BAH-II at the without-dependent rate for the member's grade is used to make the reduction in par. U9109-A when computing OHA for a member who is entitled to OHA at the without-dependent rate and is being paid:

1. BAH-II at the with-dependent rate;
2. BAH-II at the without-dependent rate plus BAH-DIFF; or
3. BAH-DIFF only (member in grade above E-5 assigned to sea duty who elects not to occupy assigned unaccompanied quarters).

★ C. Dependents Arrive Before Member at or in Vicinity of a PDS Outside the United States. When dependents arrive at or in the PDS vicinity outside the United States in advance of a member, OHA entitlement begins as indicated in subpars. 1 and 2.

1. Old PDS Outside the United States. If the old PDS is outside the United States, OHA entitlement begins on the day one or more dependents arrive, except that OHA may not be paid for any day before the date PCS orders are issued.
2. Old PDS in the United States. Except as provided in par. U9301-D, entitlement begins on the day the dependents arrive, if on or after the effective date of the PCS orders, or the date a member departs the United States, whichever is later. ***NOTE: If a vessel having an OCONUS homeport is at a CONUS port on the date a member reports for duty, the reporting date is the day of departure from CONUS.***
3. Homeport Changes. If a member:

- a. is currently assigned to a ship or other fleet unit with an announced homeport change, or

- b. is in receipt of PCS orders to a ship or other fleet unit with an announced homeport change, and
- c. dependents are authorized travel to the new homeport,

the new homeport is the member's PDS for OHA purposes effective on the dependent's arrival date (65 Comp. Gen. 888 (1986)).

4. Amended PCS Orders Change PDS. When, before joining dependents at a PDS originally designated in PCS orders, a member receives amended PCS orders to a different PDS, OHA entitlement at the original location ends the day the dependents depart for the newly-designated PDS. OHA entitlement at the original location may not extend beyond 60 days after the effective date of the amended orders unless specifically extended through the Secretarial Process. OHA entitlement at the with dependents rate at the new PDS begins on the day dependents arrive.

U9111 MEMBERS OCCUPYING GOVERNMENT TRAILERS OR RENTAL GUARANTEE HOUSING

Unless provided in Appendix K, no housing allowance is payable to a member occupying housing constructed under the Rental Guarantee Housing Program as authorized in Sec. 302 of the Act of July 14, 1952 (66 Stat. 622) or Government owned trailers purchased under Sec. 408 of the Act of September 1, 1954 (68 Stat. 1126), or any other statute.

U9112 GEOGRAPHIC OHA LOCATIONS

The PDS geographic location governs the OHA rate payable unless otherwise specified. Geographic locations are determined as outlined in Appendix K, Part I, par. A. For specific OHA rates, select 'Rates,' 'Overseas Housing Allowances (OHA),' 'Appendix K Tables' on the PDTATAC website at: <http://www.dtic.mil/perdiem/>.

U9113 COMPUTATION DATA

OCONUS commanders, or their designated representatives, shall periodically furnish data required for authorizing, changing and terminating OHA for each OCONUS locality within their jurisdictions as required by Appendix M, or PDTATAC.

U9114 SUBMISSION OF HOUSING REPORTS

For submission of housing reports, see Appendix M.

U9115 INTERIM OHA

A. General. A member who is required to procure non-Government family type housing before dependents arrive is entitled to OHA as a member with dependents for a period starting on the procurement date and stopping either 60 days later, or on the day before the day the dependents arrive in the PDS vicinity, whichever occurs first. The Secretarial Process may authorize/approve entitlement beyond the 60-day maximum when it is factually determined that delayed dependent arrival was for reasons beyond the member's control. Entitlement under this paragraph is not affected by assignment to or use of Government quarters. A member entitled to OHA under this paragraph is not thereafter entitled

to TLA authorized in par. U9200. OHA as a member without dependents is not payable during the period a member is entitled to an allowance under this paragraph.

B. Conditions. The interim OHA is payable only when supported by a statement of the commanding officer, or an officer designated by the commanding officer for that purpose, that the member:

1. has applied for dependent transportation to the PDS;
2. was required by an order or regulation of general application within the command to procure non-Government family-type housing as a condition precedent to the acceptance of the application; and
3. has procured evidence of rental or purchase payments, as appropriate, for the period for which the allowance is claimed.

U9116 ADVANCE PAYMENT OF OHA AND INTERIM OHA

★ ***SEE APPENDIX K, PART II FOR DETAILED INFORMATION ON AREAS WITH RENTAL ADVANCE PROTECTION UNDER OHA.***

A. Entitlement

1. Advance Rent of Less Than 4 Months, Security Deposits, and/or Initial Expenses. The Senior Officer in-country or the Senior Officer's designated representative, may authorize an advance payment of OHA or the interim OHA to pay advance rent (see subpar 2. below), security deposits, and/or initial expenses incident to occupying non-Government housing. This is in addition to any BAH II advance provided. For the purpose of advance rent (less than 4 months), advance OHA or interim OHA may be authorized only when local law, or customary and usual practice of the majority of local nationals, requires rent to be paid in advance upon execution of a private lease. Personal preference is not grounds for authorizing advance rent payment. Advance OHA is not authorized for lease arrangements wherein the member lives rent free after making a one-time payment to the landlord with the anticipation that the rental amount shall be either completely or substantially refunded at lease termination. The advance may be made at any time during the member's tour. It also may be authorized when a member has located housing incident to PCS orders.

2. Advance Rent 4 Months to One Year. Rental advances of 4 or more months may be made only for the locations authorized by PDTATAC. Rental payments should be made on a month to month basis. Requests for a rental advance of more than 4 or more months are considered for approval if the requirement for the advance rent exists due to:

- (a) law,
- (b) local custom for everyone, including local nationals, or
- (c) economic (i.e., market) conditions preclude availability of secure housing, as confirmed by the U.S. Embassy.

Requests for rental advances of 4 or more months must be authorized/approved by the PDTATAC. Requests must be forwarded through the Country Senior Officer/Command in Appendix M and the Unified Commander to:

Director
Per Diem, Travel and Transportation
Allowance Committee
Hoffman Building #1, Room 836
2461 Eisenhower Avenue
Alexandria, VA 22331-1300

B. Amount. The amount to be advanced shall be determined on the basis of housing expenses, including advance rent and a security deposit, and the authorized OHA, or interim OHA. Housing expenses shall be documented. The member's ability to repay the advance must be considered in determining the amount of the advance. While the amount to be advanced should not exceed the estimated OHA total for 1 year, a larger amount may be authorized if needed to cover anticipated housing expenses. In no case shall the advance payment exceed:

1. the anticipated housing expenses, or
2. the OHA or interim OHA accruable for the member's tour at that PDS,

whichever is less. Expenses identified by a member for purchase of real estate or living accommodations shall not be considered.

C. Liquidation. Liquidating monthly installments should be at a rate of one-twelfth of the amount advanced for the next 12 months. Repayment of that portion of the advance that was paid on security deposits exceeding \$1,000 may be postponed by Service-designated official until the member vacates the housing on which the security deposit was made. This should occur only if repayment during the member's tour would create an excessive financial burden on the member. Collection action should begin on the first day of the month after payment of the advance. When justified by the member and authorized by a Service-designated official, the start of collection action may be postponed for up to 3 months after the advance. Repayment may be spread over a period of more than 1 year, but not to exceed the member's anticipated tour at the PDS. Action to recoup in a lump sum any advance made under this paragraph shall be taken immediately upon receipt of information that the member has vacated the housing for which the advance was made. Any balance of an advance not returned by the landlord may be liquidated in monthly installments, if desired by the member, for a period over the balance of the months remaining on the member's existing loan repayment schedule. Any loss due to currency fluctuations when liquidating advance security deposits shall be absorbed by the Service concerned. Any gains due to currency fluctuations shall be collected from the member. These currency protection procedures for security deposits apply without regard to the provisions for protection of rent advances in paragraph D. In countries where rate protection for advance rent, per paragraph D, has not been implemented, the monthly rent entered in the respective pay system when a member has taken an advance for rent should be entered in dollars.

D. Advance Rent Currency Rate Protection. Rate protection may be provided for certain countries that have undergone a significant currency fluctuation. The protection is for losses incurred on or after July 1, 1997. PDTATAC has announced previously the countries receiving advance rent currency exchange rate protection for the period July 1, 1997 through November 16, 1997. Protection is accomplished by comparing the OHA rate with the exchange rate in effect at the time the member received the advance with the greater of:

1. the rent ceiling in effect at the time of the advance, or
2. any higher rent ceiling implemented during the repayment period of the advance.

Currency rate protection for additional advances is calculated using the exchange rate in effect at the time the new advance is paid. In countries where rate protection for advance rent has been implemented, monthly rents for an advance rent are processed in dollars. See Service regulations for currency fluctuation loss/gain procedures.

U9117 STATION ALLOWANCES FOR MEMBERS OF THE RESERVES

See par. U7150-H3 regarding station allowances application to member of Reserve components called or ordered to active duty, or active duty for training.

4. Member Authorized to Occupy Other Than Government Quarters. A member in grade E-7 or higher *who has no dependents* occupying other than Government quarters is entitled to the COLA computed as indicated in Appendix J for a member with 0 dependents.

5. Member Who Has No Dependents and is Assigned to a Ship. A member above the grade of E-5 (see NOTE) who:

- a. has no dependents,
- b. is assigned to permanent duty aboard a ship,
- c. elects not to occupy assigned shipboard quarters, and
- d. occupies non-Government quarters ashore,

is entitled to COLA computed as indicated in Appendix J for a member with 0 dependents.

NOTE: A member in the grade of E-5 who meets the criteria in a, b, and d above and who is authorized BAH-II also is entitled to the COLA above.

6. Member Without Dependents Elects Not to Occupy Inadequate Government Quarters. A member above the grade of E-5 who:

- a. has no dependents,
- b. is assigned to inadequate quarters of the United States, or of a housing facility under the jurisdiction of a uniformed service, and
- c. elects not to occupy the quarters or facility,

is entitled to COLA computed as indicated in Appendix J for a member with 0 dependents.

7. Enlisted Member Authorized to Mess Separately. An enlisted member for whom Government quarters are not available and who is authorized to mess separately, is entitled to the COLA computed as indicated in Appendix J for a member with 0 dependents

8. Member Married to Member--Joint Residence. A member, who is authorized to mess separately and who maintains a joint residence with the spouse who also is a member, is entitled to the COLA computed as indicated in Appendix J for a member with 0 dependents. See also par. U9303.

9. Member in Confinement. Except as indicated in par. U9157-A, item 5, a member is not entitled to COLA while in a confinement status as a result of disciplinary action.

10. Both Spouses Below Grade E-6 Assigned to Sea Duty. *Effective 1 July 1997* the senior spouse of a dual military couple (both below grade E-6) is entitled to COLA specified in Appendix J, Table II in the 0 dependent column if the spouses:

- a. have no dependents,
- b. are assigned to permanent duty aboard ship(s),
- c. elects not to occupy assigned shipboard quarters, and
- d. occupy non-Government quarters ashore.

NOTE: *This does not apply if either or both members are entitled to COLA under subpar. A5 above.*

B. Leave Periods. COLA continues during any period not in excess of 30 consecutive days the member is on leave inside CONUS. COLA continues during the entire period the member is on leave OCONUS. COLA payments may be made for leave periods only if the member was paid COLA immediately before:

1. entering a leave status, or
2. hospitalization if the member was hospitalized immediately before beginning leave.

U9155 NONCOMMAND SPONSORED DEPENDENTS IN VICINITY OF PDS

A member, who on the effective date of PCS orders directing a transfer to an OCONUS PDS:

1. is entitled to dependent transportation;
2. is ordered to a PDS at which an accompanied-by-dependents tour may be elected; and
3. elects to serve an unaccompanied tour but is accompanied or joined by dependents;

is not entitled to a COLA (except when entitled under par. U9154-A1), when available Government mess is not used. If the member changes the election and agrees to serve the accompanied tour, par. U9157 applies from the date dependents are command-sponsored.

U9156 FRACTIONAL COLA FOR A MEMBER WITHOUT DEPENDENTS

A member without dependents,

1. on duty at a PDS where a Government mess is available, and
2. whose duty, as distinguished from a travel status, requires the member's absence from the PDS (including a ship or other fleet unit having an assigned homeport outside CONUS) during one or more meals,

is entitled to a pro rata share of the member without dependents COLA for each meal not furnished in a Government mess in addition to the COLA authorized in subpar. U9154-B, item 1. Payment of this allowance shall be supported by a statement of the commanding officer, or an officer designated by the commanding officer for that purpose. The amount payable is obtained by applying the percentages indicated in the following table to the daily COLA rates computed in accordance with Appendix J for the PDS, or in the case of a member assigned to a ship or other fleet unit having an assigned OCONUS homeport, the COLA set for the place where the meals are taken.

<u>Meal Involved</u>	<u>Applicable Percentage</u>
Morning	10%
Noon	20%
Evening	20%

APPENDIX E

PART III: CITY-PAIR PROGRAM

Regulations applicable to the Contract City Pair Program are found in DoD 4500.9-R, Part I, Chapter 103, pars. A2 and E. Following is an edited extract from that regulation.

A. POLICY

1. GSA airlift contracted through the Contract City Pair Program shall be used. **EXCEPTION TO THE USE OF CONTRACT CARRIERS:** One or more of the following travel conditions which must be certified on the travel order, travel voucher, or other document provided by the traveler or agency-approved authorizing official, must apply if a non-contract carrier or a contract carrier other than the primary contractor is used for travel within a contract route. Those conditions are as follows:

- a. Space or scheduled flights are not available in time to accomplish the purpose of travel, or use of contract service would require the traveler to incur unnecessary overnight lodging costs which would increase the total cost of the trip.
- b. The contractor's flight schedule is inconsistent with explicit policies of individual federal departments and agencies to schedule travel during normal working hours.
- c. A non-contract (DoD approved) carrier offers a lower fare available to the general public, the use of which results in a lower total trip cost to the Government, to include the combined costs of transportation, lodging, meals, and related expenses. ***NOTE: This exception does not apply if the contract carrier offers a comparable fare and has seats available at that fare, or if the lower fare offered by a non-contract carrier is restricted to Government and military travelers on official business and only may be purchased with a Government procurement document (e.g., a GTR), contractor issued charge cards, or centrally billed account.***
- d. Rail service is available and that service is cost effective and consistent with mission requirements.
- e. Smoking is permitted on the contract carrier flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to the traveler.
- f. A through fare, special fare, commutation fare, excursion fare or reduced-rate roundtrip fare is available and:
 - (1) the agency determines prior to the employee's travel that this type of service is practical and economical to the Government; and
 - (2) in case of a fare that is restricted or has specific eligibility requirements, it is known or can reasonably be anticipated, based on the travel as planned, that the ticket will be used.

B. SCHEDULED AIR CARRIERS

1. Contract air service between city pairs shall be used for all domestic travel, and for international travel when Air Mobility Command (AMC) Category B/Patriot Express is not available or does not meet the mission requirement.
2. Cost reimbursable contractor personnel in possession of invitational travel orders are prohibited from using Government discount fares (including Contract City Pair fares) when purchasing commercial airline tickets.

NOTE: See JTR, par. C2001-A2c for policy regarding Rail or Bus service use.

APPENDIX E

**★ PART IV: FREQUENTLY ASKED QUESTIONS ABOUT THE
CONTRACT CITY PAIR PROGRAM****1. How does the program work?**

First, GSA concentrates the Government's market share to make the most of the competition available. The Government traveler's responsibility is to use the contract carrier. The Government's delivery of market share drives the program. So, to ensure the fares stay favorable, we encourage Federal travelers to stick to the contract carrier.

Second, GSA works with other Government agencies to make sure that the Federal traveler's needs and concerns are fully met. This ensures that you have a good choice of convenient and timely flights.

Third, GSA works in partnership with the airline industry and respects their concerns. For example, because the fares are so attractive, the airlines insist that only Federal employees traveling on official business be allowed to use them. With a few limited exceptions, no one else can use the Government rates. GSA understands and accepts this in order to bring you, the Federal Traveler, the Best Value in the Sky.

2. What are the advantages of the program?

- No advance purchases required,
- No minimum or maximum length of stay required,
- Fully refundable tickets and no charge for cancellations or changes,
- Seating not capacity controlled, (As long as there is a coach class seat on the plane, the traveler may purchase it),
- No blackout dates,
- Locked-in fares facilitate travel budgeting, and
- 70% average savings over regular walk-up fares.
- Fares are priced on one-way routes permitting agencies to plan multiple destinations.

3. Who can use it?

The City Pair Program is so attractive that usage is strictly limited. There are a few exceptions, but in general, only Federal or military employees on official travel, may use the program with an appropriate form of payment (Government travel charge card or centrally-billed account or GTR).

4. How come contractors cannot use it? It would save the government a lot of money!

GSA recognizes that contractors often sit next to Federal employees, work on the same projects as Federal employees, and travel with Federal employees. However, contractors are not Federal employees. All of the major airlines have made it clear to GSA that because the contract rates are so low and the terms so favorable, the airlines would drop out of the city pair program rather than extend the contract rates to contractors. GSA has made the business decision not to jeopardize the program nor the \$2 billion savings it generates for taxpayers. ***GSA cautions agencies that the purchase of contract fare tickets on behalf of cost reimbursable contractors is a misuse of the city pair program and could jeopardize its future success.***

5. Do I have to use the contract carrier? Won't any airline do?

Federal and military travelers on official business are required to use the contract carrier unless a specific exception applies. This required use is the incentive necessary to obtain airline participation in the city pair program and allows the airlines the business volume necessary to offer discounted rates. Choosing not to use the contract carrier because of personal preference, frequent flyer clubs, etc., is a violation of the contract. The only exceptions to use of the contract carrier are:

- a. No seats/flights available in time to accomplish the purpose of the travel. (For example, the contract flight is fully booked.)
- b. A lower priced commercial fare is available. GSA advises traveler's to read the restrictions on such fares carefully. Often the non-contract fares prohibit or charge for changes or cancellations, require advance purchases, Saturday stays etc. If you can live with the terms of the fare, you can use it. (Most agencies find that non-contract fares are not beneficial to their program because of all the restrictions that apply). If you see an attractive rate, check the contract carrier first, to see if they have a similar fare.
- c. All of the flights are outside your core work hours and your agency has a written policy prohibiting travel outside core work hours (This very seldom occurs). Cost effective rail service is available and is consistent with mission requirements.
- d. Amtrak offers discount rates to Federal travelers. GSA encourages use of Amtrak when appropriate.
- e. Smoking is permitted on the contract flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to the traveler.

6. If I have been authorized to use a business class fare, do I have to use the contract carrier?

Yes, if there is a business class fare awarded for the applicable city pair route unless one of the exceptions in paragraph 5, above applies. Not all city pairs have business class fares awarded. For the most part, business class fares are only available in some of the international markets.

7. What makes it the best value? Isn't it just low bid?

Absolutely not. Awards are made after measuring both quality of service and price. This allows an award to be made to a higher priced carrier if that carrier has superior service.

8. How is Quality of Service Evaluated?

A minimum service standard is set for each city pair. This minimum applies to the number of flights per day in each direction (the range is between 2 and 8), a maximum of one connection, a maximum ground time (90 minutes domestic, 180 minutes international) and limits on circuitry (how far out of the way the carrier can take you.)

To determine best value, a technical evaluation is conducted to evaluate the quality of each offeror's service based on the following considerations:

- a. Time and Type of Service: This factor looks for flights offered throughout the day. Nonstop service, at convenient times, scores best under this factor.
- b. Flight Time: This factor looks for the shortest total flight times, based on each carrier's routing. Nonstop service scores best under this factor.
- c. Number and Type of Flights: This factor considers the number of flights offered throughout the day, in order to provide the traveler with several choices. Carriers with lots of nonstop flights score best under this factor.
- d. Jet Service: This factor gives preference to jets over propeller aircraft. All these factors are weighed against price and a best value decision is made.

9. Why isn't every award for nonstop service?

Even though nonstop service is heavily favored, it is not always available or the best value. Some of the reasons that connect service is awarded are as follows:

- There is no nonstop carrier for a specific route.
- The nonstop carrier did not offer on the city pair. Some carriers have so much traffic on certain routes that they do not want the Government business for the route.
- The nonstop carrier did not meet the minimum requirements as outlined in the RFP. For example, the nonstop flights might be too late at night to be beneficial for our Federal traveler.
- The non-stop carrier has offered an unreasonably high price.
- The connect service carrier has offered a fare so low that it was the best overall value, even considering all the advantages of nonstop service.

10. Can't GSA make a carrier add nonstop service?

No. Even though the City Pair Program is huge, with sales well over \$1 billion per year, it still represents only about 2% of the airlines business. Unless the commercial traffic warrants it, a carrier will not add a new route or improved service levels for the Government.

11. Can you require the airlines to offer smoke free international flights?

GSA is buying a commercial service under the same terms and conditions as other buyers. Thus, GSA does not have the authority to require the airlines to offer smoke free flights. However, the Department of Transportation is working closely with the airline industry to encourage them to offer smoke free flights. There is an exception in the contract to the use of the contract carrier when smoking is permitted on the contract flight (see paragraph 5, above, last exception listed).

12. Can I use a contract fare for personal travel? What if the personal travel is being taken in conjunction with official government travel?

No. Use of contract fares is limited to official travel only. If personal travel is being taken in conjunction with official government travel, the contract fares cannot be used for that portion of the trip that is personal.

Example:

Travel authorization states the official travel itinerary as:

From: Atlanta, GA
To: San Francisco, CA and
Return to Atlanta, GA

City pair one-way contract fare from Atlanta, GA, to San Francisco, CA, is \$251 with United Airlines. Round trip totals \$502.

For personal reasons, employee wants to go to Chicago for several days resulting in the following:

From: Atlanta, GA
To: Chicago, IL
From: Chicago, IL
To: San Francisco, CA and
Return to Atlanta, GA

Since the portion of the itinerary from Atlanta to Chicago and Chicago to San Francisco is for personal reasons, the employee is not entitled to use the city pair contract fares for this portion of his trip. Commercial fares are applicable to this portion of the trip. The city pair contract fare is only applicable to the portion of the trip from Atlanta, GA, to San Francisco, CA, with United Airlines at \$251.

NOTE: The traveler is responsible for any additional costs when for personal convenience travel is performed by an indirect route or interrupts travel by a direct route. Reimbursement in such case is limited to the cost of travel by a direct route on an uninterrupted basis.

13. Can I combine two contract fares to save money?

If there is a contract fare for the route, the answer is no. If there is no contract fare for the route, the answer is yes.

14. How do I know whether or not there is a contract fare?

Contract fares are identifiable because they normally carry the fare designator YCA. You can ask your Travel Management Center or Commercial Travel Offices or check on the following city pair website:

<http://pub.fss.gsa.gov/citypairs/>

15. Why does the Government have to pay the Airline Passenger Excise tax? Isn't it exempt from taxes?

The Federal Government is often exempted from state and local taxes. However, the airline passenger excise tax is a federal tax and the Federal Government is subject to it.

For more information on GSA's Airline City Pairs Program, call or e-mail

Mona-Lisa Dunn
(703) 305-4661
monalisa.dunn@gsa.gov

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APPENDIX F

PART I: LOCATIONS HAVING CONSUMABLE GOODS ALLOWANCES

A member, assigned to a PDS in an area listed below, is entitled to ship up to 1,250 pounds of suitable consumable goods per year.*

An employee, assigned to a PDS in an area listed below, is entitled to ship up to 1,250 pounds of suitable consumable goods per year. * This allowance is in addition to the 4,500 pound weight allowance authorized in JTR, par. C8002-A2. In no event shall the weight of HHG stored at Government expense plus the weight of HHG shipped at Government expense, including consumable goods shipments, exceed 18,000 pounds.

**Requests for increased weight allowances for consumable goods shipments must be justified in writing and sent through the appropriate organizational channels to the PDTATAC for approval. In no event shall the maximum weight allowance for consumable goods shipment exceed 2,000 pounds per year*

LOCATIONS		
Afghanistan, Kabul	Guinea, Conakry	Romania, Bucharest
Albania, Tirana	Guyana, Georgetown	Russia, Moscow
Algeria, Algiers		Russia, St. Petersburg
Angola, Luanda	India, Calcutta	Rwanda, Kigali (Eff: 22 Jul 98)
Armenia, Yerevan	New Delhi (Eff: 29 Sep 99)	
Azerbaijan, Baku	Indonesia	Serbia-Montenegro, Belgrade
		Sierra Leone, Freetown
Bangladesh, Dhaka	Kazakstan, Alma-Ata	Somalia, Mogadishu
Belarus, Minsk	Kenya	Sri Lanka, Colombo
Bolivia, La Paz	Kyrgyzstan, Bishkek	Sudan, Khartoum
Bosnia-Herzegovina		Suriname, Paramaribo
Botswana	Laos	Syria, Damascus
Bulgaria, Sofia	Latvia, Riga	
Burkina, Ouagadougou	Liberia, Monrovia	Tajikistan, Dushnanbe
Burma, Rangoon	Lithuania, Vilnius	Tanzania, Dar Es Salaam
Burundi, Bujumbura		Togo, Lome
	Macedonia, Skopje	Turkmenistan, Ashkhabad
Cambodia, Phnom Penh	Madagascar, Antananarivo	
Cameroon, Yaounde	Malawi, Lilongwe	Uganda, Kampala
Central African Republic, Bangui	Mali, Bamako	Ukraine, Kiev
Chad, N'Djamena	Mauritania, Nouakchott	Uzbekistan, Tashkent
China, Beijing	Moldova (Eff: 4 Mar 98)	
China, Shanghai	Mongolia, Ulaanbaatar (Eff: 8 Jul 99)	Vietnam
Congo, Brazzaville	Mozambique, Maputo	
Cote d'Ivoire, Abidjan		Yemen, Sanaa
Cuba, Havana	Nepal, Katmandu	Yugoslavia (See Serbia-Montenegro)
Cyprus, Nicosia	Nicaragua, Managua	
	Niger, Niamey	Zaire, Kinshasa
Djibouti	Nigeria, Lagos	Zambia, Lusaka
	Norway, Bodo	Zimbabwe
Ecuador, Quito		
★ Eritrea, Asmara (Eff: 26 Apr 00)	Oman, Muscat	
Estonia, Tallinn		
Ethiopia, Addis Ababa	Pakistan, Islamabad	
	Pakistan, Quetta	
Gabon, Libreville	Philippines, Manila	
Georgia, Tbilisi	Poland, Warsaw	
Ghana, Accra		

- ★ b. Direct Reporting Unit (DRU) and Field Operating Agency (FOA) FMs or equivalents for their assigned personnel who may delegate no lower than Wing Commander equivalents;
- c. HQ USAF. Order-issuing officials;
- d. Air Force Reserve Members:
 - (1) Individual Mobilization Augmentees (IMA) – ARPC/DR, 6760 E. Irvington Place, Denver, CO 80280-3000;
 - (2) HQ AFRC – two-digit staff Directors i.e., DP, CE, FM, etc., for their assigned personnel;
 - (3) For reserve units – Wing commander or equivalent, *who may delegate no further than the group commander level.*
- 6. Coast Guard (Military Personnel): Order-issuing officials.
- 7. National Oceanic and Atmospheric Administration Corps: Order-issuing official.
- 8. Public Health Service: Director, Division of Commissioned Personnel, PSC, ATTN: PDTATAC MAP Member, Room 4A15, Parklawn Building, 5600 Fishers Lane, Rockville, MD 20857-0002.
- 9. Unified Commands:
 - a. United States Central Command (CENTCOM), ATTN: CCCO, 7115 South Boundary Blvd., MacDill AFB, FL 33621-5101;
 - b. Commander in Chief, U.S. Pacific Command (PACOM), ATTN: Comptroller, Box 64037, Camp H.M. Smith, HI 96861-4037; Telephone: DSN 315-477-6681, Commercial (808) 477-6681;
 - c. United States Space Command (USSPACECOM), Joint Secretary (JS), 250 S. Peterson Blvd., Sta 116, Peterson AFB, CO 80914-3010;
 - d. North American Aerospace Defense Command (NORAD), Joint Secretary (JS), 250 S. Peterson Blvd., Sta 116, Peterson AFB, CO 80914-3010;
 - e. Commander in Chief, Joint Forces Command (JFCOM), Chief of Staff (J02), 1562 Mitscher Avenue, Suite 200, Norfolk, VA 23551-2488; Telephone: DSN 836-5487, Commercial (757) 836-5487;
 - f. Chief of Staff, United States Strategic Command (USSTRATCOM), 901 SAC BLVD STE 2A3, Offutt AFB, NE 68113-6000;
 - g. United States Transportation Command (USTRANSCOM), ATTN: TCJ8-B, 508 Scott Drive, Scott AFB, IL 62225-5357;
 - h. United States Southern Command (USSOUTHCOM), ATTN: SCCM, APO AA 34003.
- 10. Special Operation Commands:
 - a. Commander, Naval Special Warfare Command, ATTN: N7, 2000 Trident Way, San Diego, CA 92155-5599. Message address: COMNAVSPECWARCOM CORONADO CA. Telephone: DSN 577-0916, Commercial (619) 437-0844;

- b. Commander, Air Force Special Operations Command, ATTN: FM, 100 Bartley St., Hurlburt Field, FL 32544-5000. Message address: AFSOC HURLBURT FLD FL. Telephone: DSN 579-2815, Commercial (904) 884-2325;
 - c. Commander, Joint Special Operations Command, ATTN: RM, PO Box 70239, Ft. Bragg, NC 28307-5000. Message address: CDRJSCO FT BRAGG NC. Telephone: DSN: 236-0141, Commercial (901) 396-0141;
 - d. Commander, United States Special Operations Command; ATTN: Comptroller (SORR-RC); 7701 Tampa Point Blvd; MacDill AFB, FL 33621-5323. Message address: USCINCSOSC MACDILL AFB FL//SORR-RC//. Telephone: DSN 299-5469, Commercial (813) 828-5469;
11. Schools:
- a. Uniformed Services University of the Health Sciences, ATTN: Vice President for Resource Management, 4301 Jones Bridge Road, Bethesda, MD 20814-4799;
 - b. Department of Defense, National Defense University, ATTN: Director, Resource Management, 100 Fort McNair, Washington, DC 20319-0001;
 - c. NATO Defense College: U.S. Senior National Representative, Viale della Civiltà del Lavoro, 38 00144, Rome, Italy.
12. Strategic Defense Initiative Organization, Pentagon, Room 1E1034, Washington, DC 20301-7100.
13. Office of the Supreme Allied Command (USACEUR): Executive/Executive Assistant to the Supreme Allied Commander Europe, ATTN: SHG, APO AE 09705.
14. United States European Command (USEUCOM): Executive Officer to the DCINC USEUCOM, Vaihingen, West Germany.

B. Requests for an AEA not to exceed the 300 Percent Ceiling. Except under the circumstances in par. C, requests for an AEA not to exceed the 300 percent ceiling established in the JFTR, par. U4210-B3 or the JTR, par. C4602-B3 are submitted to the appropriate office listed below or as otherwise designated by the Service concerned and should arrive at least 10 days before travel begins. The order-issuing/authorizing official, or the official who levies the requirement for the TDY assignment if different from the order-issuing or authorizing official, determines if an AEA is warranted.

1. Army: A General Officer/SES within the Command listed in par. A2 above for subordinate units. For all activities belonging to Commands not specifically listed in A2 above, authority rests with the General Officer/SES for their own travel and the travel of those under their supervision. ***This authority shall not be further delegated.***

2. Air Force:

a. MAJCOM/FMs, FOA and DRU FMs or equivalents;

★ b. 11th Wing/FM for HQ USAF personnel;

c. Air Force Reserve Members:

(1) Individual Mobilization Augmentees (IMA) –ARPC/DR, 6760 E. Irvington Place, Denver, CO 80280-3000;

(2) HQ AFRC and reserve units – HQ AFRC/FM, 155 2nd Street, Robins AFB, GA 31098-1635;

APPENDIX O
Chapter 4 (Test)
Temporary Duty (TDY) Travel Entitlements

★ **T4000 INTRODUCTION**

This Chapter describes the entitlements and responsibilities of travelers who perform the most common types of TDY travel as authorized by law for uniformed members and DoD civilian employees. It is authorized for use by the activities listed, and under the conditions cited, in JFTR, par. U1039, and JTR, par. C1001-B. This Chapter covers individual travel for business, travel for schoolhouse training, and deployment or personnel traveling together with or without no/limited reimbursement. These provisions are to be used in place of TDY entitlements in the JFTR and JTR, except that for travel of, Senior ROTC, Reservists travel for medical and dental care, retirees called to active duty, Ready Reserve, midshipmen and cadets, patients, and escorts and attendants; pre-employment travel; invitational travel; and rules that apply when emergency situations occur while TDY is being performed, JFTR, Chapter 7 for uniformed travelers and JTR, Chapter 6 for civilian employees apply. See JFTR, par. U4102-L for rules on per diem for military members who are inpatients in a hospital. For travel of civilian consultants and experts, see JTR, par. C4503. TDY performed as part of a PCS move continues to be paid as prescribed for TDY travel in JFTR and JTR Chapters 4. Except where differences are identified, the entitlements and responsibilities in this Chapter apply equally to uniformed members and DoD civilian employees. In this Chapter, "authorizing official" or "AO" means the individual who controls the mission, authorizes the trip, and controls funds for TDY travel. Definitions specific to this Chapter are found in par. T4070. *These provisions shall not be supplemented.*

T4010 REIMBURSEMENT RATE

Rates for private vehicle mileage reimbursement are listed in JFTR/JTR, Appendix A and par. C4651-B2. Government mess food and operating expense rates are found in JFTR, par. U4125-A3b, and JTR, par. C4554. Per diem rates by location showing the lodging, meals and incidental expense components are published in JFTR/JTR, Appendices B and D; or provided under separate issuance by the Per Diem, Travel and Transportation Allowance Committee (PDTATAC). These rates also are available from the Commercial Travel Office (CTO).

T4020 TDY TRAVEL POLICY

A. Criteria for TDY Travel. TDY travel is mission support. TDY travel is performed when there is no other means to successfully complete the mission. When the mission can be achieved by another means, such as written correspondence or teleconferencing, AOs shall choose that method.

B. Traveler Rights and Responsibilities

1. Travelers are to follow the policies and procedures in this regulation, and use good judgment in incurring official travel-related expenses, as if traveling on their personal money.
2. Travelers are provided transportation, lodging, and food, or they shall be reimbursed promptly for reasonable and necessary authorized expenses if they purchase them. AOs shall authorize reimbursement for other travel-related expenses appropriate to the mission.
3. Travelers should arrange commercial transportation, rental cars (if authorized), and Government and commercial lodging through the CTO or in-house travel arranger. Government transportation is arranged through the transportation office (TO), unless the CTO provides this service. The CTO provides round-the-clock service by a toll free telephone number, and estimates the total cost for the trip (a "should-cost" estimate) forming the basis of the reimbursement.
4. Travelers should only make their own arrangements in unusual circumstances where they cannot communicate with their CTO in time to accomplish the mission. In this situation, travelers should deal directly with transportation companies, hotels, and rental vehicle companies, asking for the Government discount. *If the traveler uses a travel agency that is not under Government contract, reimbursement is not authorized.*

Travelers who purchase transportation services with cash (that is, other than through the CTO or with the Government travel card) must forward the ticket coupon, and/or the receipt for the cost of transporting excess baggage, with the Trip Record for reimbursement. Travelers are to travel by coach class, unless a medical condition or mission timing requires premium class. Transportation should be purchased only from American transportation companies, even if their fares are higher than foreign companies. A traveler who uses premium class or a foreign transportation company must convince the AO of the mission justification for reimbursement. Travelers should contact the AO and CTO as soon as possible after personally making arrangements to get the Trip Record updated, and arrangements confirmed, or to get alternate arrangements.

5. Travelers are advised, in advance, of their entitlements, the arrangements made for them, probable expenses, and a good estimate of what they shall be reimbursed.

6. Travelers shall have use of a Government-sponsored, contractor-issued travel (charge) card. With it, they should only charge expenses incident to official travel (i.e., lodging, transportation, rental cars and meals). Cash (travel advance) is obtained through the ATM withdrawal feature of the card for travel-related expenses that cannot be charged. ATM withdrawal is not an option when a unit charge card is used.

7. Travelers should turn in the expense report portion of the Trip Record and be paid every 30 days when the TDY is over 45 days. This shall ensure travelers are paid for expenses in about the same time as charge card bills are received.

8. Travelers must comply with Federal and Departmental ethics rules when accepting travel benefits (i.e., goods, services or payment) from non-Federal sources. For DoD personnel, see Joint Ethics Regulation, DoD 5500.7-R, Chapter 4. For Coast Guard personnel, see COMDTINST M5370.8(series). For NOAA Corps personnel, see Department of Commerce Administrative Order 202-735. For Public Health Service personnel, see Commissioned Corps Personnel Manual CC26.1, Inst 1. Travelers may keep items of nominal value (as defined in applicable ethics regulations). Travelers also may keep benefits received for voluntarily vacating a seat on an overbooked flight, but are not to vacate their seats if additional costs would be incurred by the Government or if it would affect the mission.

9. Frequent traveler benefits received for transportation paid for by the Government belong to the Government and cannot be used for personal travel. They can be used for official travel and for upgrades (but not to first class air) if the AO authorizes the upgrade.

10. Travelers are treated as honest, responsible customers as long as they follow the rules in this regulation. JFTR, par. U2505, and JTR, par. C4352, apply when a fraudulent claim is submitted.

T4030 GETTING THERE AND BACK (TRANSPORTATION ENTITLEMENTS)

A. Type of Travel. The AO may direct travel by any mode (e.g., Government or commercial air, bus, train) except the AO cannot require the traveler to use a personal or rental vehicle for official travel. ***If a certain mode is directed and another mode is used, reimbursement is not authorized.***

B. Commercial Transportation. The CTO must arrange commercial transportation in accordance with law, Government policies, agreements and contracted rates using American flag carriers and coach accommodations whenever possible. The AO may authorize the CTO to arrange other than contract flights, or to arrange foreign flag carriers, or premium (but not first) class accommodations when needed to fulfill a documented mission requirement as specified in par. T4060-B1. Only the traveler's Service or Agency Headquarters may authorize reimbursement for first-class accommodations.

C. Rental Vehicles (Includes Aircraft). When use of a rental vehicle is authorized for official business by the AO, reimbursement is authorized for the rental costs, taxes and local assessments on rental vehicle users, necessary gas and oil, landing and tiedown fees, and transportation to and from the rental facility. When possible, the CTO reserves a rental vehicle from a Government contracted agency; the contract includes collision damage waiver coverage in the rental rate, and additional coverage should, therefore, be declined. Travelers shall not be reimbursed for the extra cost if it is not declined. When the standard size rental, compact cars, do not meet requirements, the AO may authorize the

a. Except for TDY with units deployed afloat, TDY is limited to 180 or less days at any one location, unless an extension is approved by the Service or Agency Headquarters, or the Commanders/Deputy Commanders of a Unified Command. See JFTR/JTR, Introductions for the Service points of contact. **Civilian employees, see Internal Revenue Service (IRS) rules for income tax implications for TDY beyond one year.** A school of at least 140 days (20 weeks) duration is a PCS for military members (except as noted in JFTR, pars. U1036 or U2146).

b. For Reserve Component personnel, per diem is payable only if active duty is less than 20 weeks at any one location, unless the call to active duty (for other than training) is because of unusual or emergency circumstances or exigencies of the Service concerned. All other duty of at least 20 weeks duration at one location is a PCS for Reserve members.

16. Movement of Employees' Dependents and HHG to Training Location. If the estimated per diem the employee would receive at the training location, based on AO approved arrangements, is more than the estimated cost of transporting the dependents and HHG to and from the training location, the AO may authorize round trip transportation of the dependents and HHG between the PDS and the training location in lieu of the estimated per diem payment. Transportation of dependents and HHG are in accordance with JTR, Chapters 7 and 8. Private vehicle mileage is reimbursed under JTR, par. C4250.

17. Temporary Change of Station (TCS). Instead of authorizing extended TDY (between 6 and 30 months) for an employee, an AO may authorize a temporary change of station. The employee is entitled to limited relocation allowances rather than TDY allowances (see JTR, par. C4111).

18. Termination of Per Diem When Traveler Dies While on TDY. When a traveler dies while on TDY, per diem continues through the actual (or determined) date the traveler died.

T4070 TDY GLOSSARY

★ **Authorize.** The giving of permission before an act or the ratification or confirmation of an act already done. Used interchangeably in this Appendix with "approve."

Government travel card. This is the Government-sponsored, contractor issued travel charge card.

Group movement. A movement of 2 or more official travelers traveling as a group, under the same orders (either PCS or TDY/TAD) for which transportation will be furnished by Government-owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the orders. (**NOTE: Personnel traveling together under orders directing no/limited reimbursement may be between any points en route, provided that the order specifically indicates the points between which the status applies.**)

Must, Shall, Should, May, Can, Will. The following definitions from DoD 5025.1-M apply:

<u>Helping Verb</u>	<u>Degree of Restriction</u>
Must, shall	Action is mandatory
Should	Action is required, unless justifiable reason exists for not taking action.
May, can	Action is optional
Will	Is not restrictive; applies only to a statement of future condition or an expression of time.

Temporary Duty (TDY) Travel. Temporary travel away from the traveler's PDS. It includes duty traditionally called "temporary additional duty" (TAD). There are three types of TDY travel with different entitlements:

Business Travel. Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training or deployment or unit travel. It also includes certain local travel, but not leave or evacuation.

Schoolhouse Training Travel. Travel in connection with TDY attendance at formal course(s) of instruction by civilian employees or uniformed members (other than uniformed members who have not yet reached their first PDS).

Deployment, Personnel Traveling Together Under Orders Directing No/Limited Reimbursement, and Unit Travel. Includes units traveling in support of combat missions, peacekeeping, and disaster relief. It also includes field or maneuver training and sea duty when troops involved are not permanently assigned to a ship. The Government provides all transportation, lodging, and eating facilities when personnel traveling together are under orders directing no/limited reimbursement.

Trip Record. This document, in either electronic or paper form, provides the vehicle on which are recorded all official travel authorizations, initial options, modifications, and payment decisions. Prepared by the CTO, it is the single trip document that includes the travel authorization and fund cite, the should-cost estimate, the itinerary, updates to the itinerary made during the trip, and serves as the expense report when the traveler returns.

Activities Authorized To Use Appendix O

DoD Component	Organization/Location	Effective Date
U.S. Army	Training & Doctrine Command, Ft. Leavenworth, KS	May 13, 1996
	U.S. Army Forces Command, Ft. McPherson, GA	August 13, 1996
	U.S. Army Europe, U.S. Army Military Community, Stuttgart, GE	June 25, 1996
	U.S. Army Military Community, Heidelberg/Mannheim, GE	June 25, 1996
	U.S. Army Missile Command, Huntsville, AL (also includes selected other tenants of Redstone Arsenal, AL, and selected personnel of the Simulation, Training and Instrumentation Command (STRICOM) Huntsville, AL, and Orlando, FL, and the Space and Strategic Defense Command (SSDC), Huntsville, AL)	June 17, 1996
	Corps of Engineers Waterways Experiment Station, Vicksburg, MS	May 1, 1996
	Corps of Engineers, Ohio River Div., Cincinnati, OH	Pending [1]
	HQ Army Audit Agency, Alexandria, VA	October 1, 1996
U.S. Navy	USS Eisenhower	June 20, 1996
	Discontinued	March 31, 1997
	PSA, Norfolk, VA	June 20, 1996
	HQ, CINCLANTFLT (N00IG; N02; N6 and N1) Norfolk, VA	June 20, 1996
	Naval Command, Control & Ocean Surveillance System Center, (RDT&E), San Diego, CA	June 20, 1996
	NPGS, Monterey, CA	June 20, 1996
	Naval Undersea Warfare Center Div, Newport, RI	June 20, 1996
	HQ, CINCPACFLT, Pearl Harbor, HI	June 20, 1996
	Discontinued	March 31, 1997
U.S. Marine Corps	Marine Corps Air Station, Beaufort, SC	Pending [1]
	Marine Corps Air Station, New River, NC	Pending [1]
	Marine Corps Air Station, Cherry Point, NC	Pending [1]
	Marine Forces Reserve, New Orleans, LA	Pending [1]
	Second Marine Expeditionary Force, Camp Lejeune, NC	Pending [1]
	Marine Corps Recruit Depot, Parris Island, SC	Pending [1]
	Headquarters, U.S. Marine Corps, Washington, DC	Pending [1]
	Sixth Marine Corps District, Atlanta, GA	Pending [1]
U.S. Air Force	11th Wing, Bolling AFB, Washington, DC	May 2, 1996
	Dover AFB, DE	April 23, 1996
	Peterson AFB, CO	March 1, 1997
	Randolph AFB, TX	April 15, 1997

DoD Component	Organization/Location	Effective Date
	Air Combat Command HQ and 1st Wing, Langley AFB, VA	June 5, 1996
	Hill AFB, UT	March 24, 1997
	Mountain Home AFB, UT	March 24, 1997
	Niagara Falls Air Reserve Station, NY	March 24, 1997
Washington Headquarters Services	Designated organizations	April 1, 1997
Defense Commissary Agency (DeCa)	HQ and Operations Center, Provisional, Ft. Lee, VA	June 5, 1996
Defense Finance and Accounting Service (DFAS)	Kansas City Center, Kansas City, MO Discontinued	May 1, 1996 March 31, 1997
Defense Logistics Agency (DLA)	Administrative Support Center, Ft. Belvoir, VA	June 5, 1996
National Imagery & Mapping Agency (NIMA)	Multiple locations - all NIMA components	May 1, 1996
National Security Agency (NSA) [2]	Fort Meade, Maryland	March 1 1996
Defense Threat Reduction Agency (formerly Defense Special Weapons Agency)	Dulles, VA	June 1, 1996
Organization of the Joint Chiefs of Staff	Washington, DC	May 1, 1996
Defense Information Systems Agency	Washington, DC	June 16, 1997
Ballistic Missile Defense Organization	Washington, DC	July 15, 1997

[1] Authorization to begin testing using simplified entitlements is pending; site is waiting for computation software certification or installation, or working to correct network problems.

[2] This includes TDY travel by, on the behalf of, and/or processed by the NSA.

★ **NOTE:** Use of Appendix O also is authorized for those locations where DTS has been fielded, or DTS-Limited software with computation module is used, and at USAFE locations where FAST software is used to transition to DTS-Limited.

★ APPENDIX U

AUTHORIZED REST AND RECUPERATION (R&R) LOCATIONS/DESTINATIONS

NOTE: See par. U7300 for regulations concerning Funded Rest And Recuperative (R&R) Leave Transportation

The following are authorized Rest and Recuperation (R&R) locations/destinations for members of the Uniformed Services only:

<u>Authorized R&R Location</u>	<u>Command Region</u>	<u>Authorized OCONUS Destination</u>	<u>Authorized CONUS Destination</u>	<u>Recertification Due Date</u>
Albania	European	Frankfurt, Germany	Philadelphia, Pennsylvania	31 March 2002
Bosnia- Herzegovina	European	Frankfurt, Germany	Philadelphia, Pennsylvania	31 March 2002
Croatia	European	Frankfurt, Germany	Philadelphia, Pennsylvania	31 March 2002
Former Republic of Yugoslavia	European	Frankfurt, Germany	Philadelphia, Pennsylvania	31 March 2002
Hungary	European	Frankfurt, Germany	Philadelphia, Pennsylvania	31 March 2002
Montenegro	European	Frankfurt, Germany	Philadelphia, Pennsylvania	31 March 2002
Serbia	European	Frankfurt, Germany	Philadelphia, Pennsylvania	31 March 2002
Slovenia	European	Frankfurt, Germany	Philadelphia, Pennsylvania	31 March 2002

